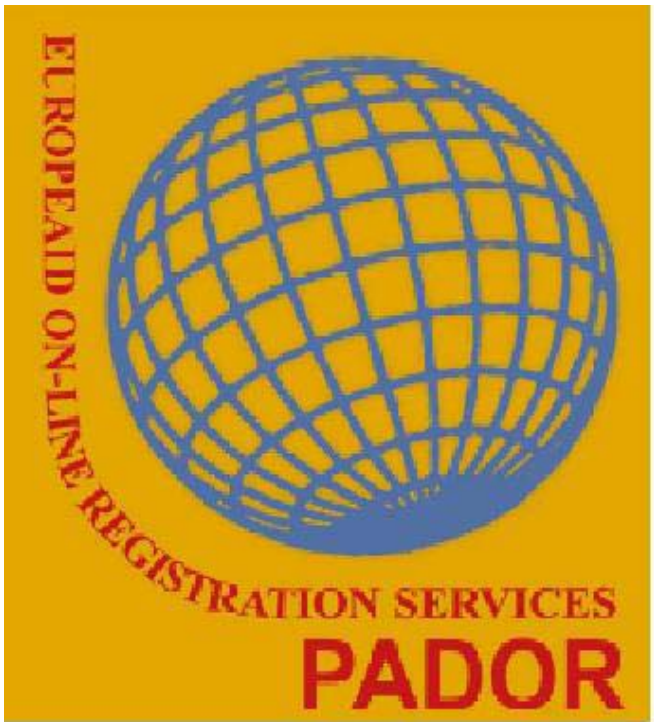
Potential Applicant Data On-line Registration

PADOR User Guide



To take part in a call for proposals: Register your Organisation

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1 WHAT IS PADOR?

"POTENTIAL APPLICANT DATA ON-LINE REGISTRATION"

The Cooperation Office of the European Commission, EuropeAid is implementing an on-line services approach to enable potential applicants to EuropeAid grants to register the data specific to their organisation in a single database, in order to:

- Have better knowledge of its partners, by establishing a data base containing reliable information about potential partners applying for EuropeAid grants, used to improve the Office knowledge management
- Improve the services offered to potential applicants for a grant. PADOR is the first on-line service provided by EuropeAid. However, the Office currently works on other modules, designed to allow applicants (to calls for proposals) to follow the evolution of their on-line application and to apply on-line (to be launched in 2007/08)
- Empower organisations by allowing them to register/update their organisation data themselves

1.1 ABOUT THE COOPERATION OFFICE OF THE EUROPEAN COMMISSION, EUROPEAID

The EU Development Cooperation policy and international actions are guided by the Millennium Development Goals (MDGs), set by the United Nations in cooperation with other international organisations competent in the field of development, and by the main development objectives and principles approved by the Community and its Member States.

The EU pursues a cooperation policy that fosters cooperation, partnerships and joint undertakings between economic players in the Community and partner countries and regions, and promotes dialogue between political, economic and social partners in relevant sectors.

A political environment which guarantees peace and stability, respect of human rights, fundamental freedoms, democratic principles, rule of law, good governance and gender equality is fundamental for long-term development.

1.1.1 New Instruments for the period 2007-2013

Since the new Regulation (EC) No 1905/2006 of **18th December 2006**, EuropeAid implements its budget through **7 instruments** covering the different parts of the world.
These instruments are composed of several programs **targeting specific objectives**:

- ☑ ENPI➔ Neighbourhood instrument 17 countries: Mediterranean, Eastern Europe, Russia, Caucasus, Middle East (macroeconomic – bilateral)
- ☑ EDF ➔ European Development Fund : 78 African, Caribbean, Pacific countries and Overseas Countries and Territories (OCTs) (macroeconomic – bilateral)
- ☑ DCI ➔ Development instrument : Latin America, (Central) Asia, East of Jordan, South Africa, African, Caribbean, Pacific countries
  - ☑ Country specific programmes (macroeconomic – bilateral)
  - ☑ Human social development
  - ☑ Environment
  - ☑ Non-State Actors and Local authorities
  - ☑ Food security
  - ☑ Migration and asylum
- ☑ EIDHR
  - ☑ Democracy
  - ☑ Rule of law
  - ☑ Human Rights
  - ☑ Fundamental freedoms
- ☑ IFS ➔ Stability instrument : All third countries except industrialised countries
- ☑ NSI ➔ Nuclear safety instrument
- ☑ ICI ➔ Industrialised countries (macroeconomic – bilateral)

  For information

- ☑ IPA ➔ Pre-accession instrument : 6 Western Balkans countries and Turkey are managed by DG ELARG

Except macroeconomic – bilateral programs, covering the decentralised management at the level of partner States, EuropeAid manages its funds through Calls for Proposals.

Some exceptions are defined by **article 168 of the Implementing Rules of the Financial Regulation** n° 2342/2002 of 23 December 2002:
" 1. Grants may be awarded without a call for proposals only in the following cases:
(a) for the purposes of humanitarian aid, within the meaning of Council Regulation N° 1257/96 and aid for crisis situations within the meaning of paragraph 2
(b) in case of exceptional and duly substantiated emergencies
(c) to bodies with a de jure or de facto monopoly, duly substantiated in the Commission's award decision
(d) to bodies identified by a basic act as recipients of a grant

2. Crisis situations shall be understood to mean, for third countries, situations posing a threat to law and order, the security and safety of individuals, threatening to escalate into armed conflict or to destabilise the country, and which could seriously harm:
(a) the safeguarding of the common values, fundamental interests, independence and integrity of the European Union
(b) the security of the European Union, peace-keeping and international security, promotion of international cooperation or development and strengthening of democracy, the rule of law, respect for human rights and fundamental freedoms, in accordance with Article 11 of the Treaty on European Union and Article 3 of Council Regulation N° 381/2001"

1.1.2 PADOR scope: Calls for Proposals

PADOR concerns organisations which want to obtain a grant on a call for proposals.

In order to obtain a grant within the programs described above, an organisation must respond to a specific call for proposals by presenting an "application form" duly completed. This "application form" contains two types of data:

=> The data related to the organisation itself; until now this data had to be submitted each time an organisation wanted to participate in a different call for proposals.

=> The data linked to the project.

These calls are published on the Europa website: http://ec.europa.eu/europeaid/index_en.htm

The publications are also accessible on EuropeAid homepage in the same menu as PADOR: "On-line services"

If you are not familiar with all the procedures regarding calls for proposals, they are described on the following page: http://ec.europa.eu/europeaid/tender/gestion/index_en.htm

1.2 THE PRINCIPLES OF PADOR

☑ A clear separation is now made between the data concerning the profile of an organisation, on one hand, and the information on a project proposal, on the other hand. This is a radical evolution compared to the management of calls for proposals procedures in practice until the 1st of May 2007. Thanks to PADOR, it is no longer necessary for an organisation to provide all the administrative data and required documents in paper form each time it takes part in a call (status, financial and audit reports). This information is introduced by the organisation in PADOR only once and will be taken into consideration by the Commission each time that the organisation applies for a new call for proposals.

☑ For that purpose, an online registration service is put at the disposal of all potential applicants for grants. Each organisation is responsible for encoding its own data and keeping it up to date. This online access is available all through the year. When taking part in a call, the organisation sends its PADOR identification number to the Commission. The organisation certifies the conformity of the data encoded in PADOR, thereby engaging its responsibility.

☑ Each time a modification is submitted, the processing date is memorised, thus creating a history of the data. When a call for proposals is launched, only the data registered before that date will be taken into account. Therefore, this computerized method will fully correspond to the procedural requests of a call to proposals. According to the procedure (see the links above), the documents requested can be made available for EuropeAid only when the committee has fixed the list of selected proposals. By letter, the applicant will be reminded that these documents will have to be loaded in PADOR for the final administrative check. Nevertheless, it is highly recommended to upload them at the same time as the registration process.

☑ Integration of Legal Entity File ("LEF") reference for entities already validated by the Commission. Please read the point on the "Identification of your organisation".

☑ Improvement of data consistency: All EuropeAid services (within both headquarters and delegations) have access to the same data.

☑ The organisation is the only one able to complete, update, register and sign its data. N.B.: In few cases (see 2.3), the organisation itself is not able to register, complete or update PADOR data. The organisation can then ask for a special dispensation and send its request to the contracting authority. (cf annex 4). If the Commission accepts the reason of incapacity to register, the service in charge of the specific call for proposals can introduce in PADOR database the information provided by this organisation.

1.3 WHO IS CONCERNED?

☑ Registration in the data base is open to all organisations which :

- are active and have capacities in the Development field ;
- require subventions from EuropeAid, on the long or short run ;
- have officially registered statuses (or equivalent documents) and have their own established annual accounts;
- have the ability to speak on behalf of their members.

☑ Registration in the data base is not open to individuals
Individuals who wish to take part in calls for proposals must make sure that the general rules of the call allow them to. If they are eligible, they must then fill in the whole paper version of the grant application form (including the chapter concerning the "Applicant"). As soon as an individual obtains a contract with the European Commission, he/she will receive an EuropeAid login and password giving him/her access to PADOR to update him/herself his/her data.

☑ In order for an entity to be identified as an "organisation", it must have a "legal status". In other words, to be recognized as such, an organisation must be legally registered in a country. This official registration should specify the kind of activities covered by the organisation and how they are managed: private, public, profit or non-profit making, association … An organisation is considered "real" when it presents regular financial reports justifying its activities and its capacity to manage them.

☑ The Commission deals only with the body signing the contracts (which has the responsibility of the budget and the payments.)

THIS IS A FUNDAMENTAL PRINCIPLE. Only organisations having this capacity will be eligible for grants.
For example:
- A laboratory working for a university does not have a legal status. Only its headquarters have the authority to sign a contract. The administrative data that must be introduced in PADOR concern the headquarters, not the laboratory.
- A European organisation may have branches in several other countries. If a branch is legally registered in a country, with the authority to sign contracts and execute payments (on a bank account not linked to the headquarters), it will be considered eligible for grants, but the data introduced by the branch in PADOR must correspond to its own experience (at the branch level) and not the experience of the headquarters.

1.4 OBJECTIVES

☑ PADOR data corresponds mainly to the data requested until recently in the paper application form used for any call for proposals launched by EuropeAid, in the chapters II on the "applicant" and III on the "partners of the applicant participating in the action". In order to become usable by the system, the data was formalised by EuropeAid with a structure and a precision well defined.

☑ This might give the impression that the data could be used for unfair procedures, by favouring certain organisations, before the launching of a call for proposals. This is absolutely not the case. A clear distinction must be made between PADOR, on one hand, and the selection process, on the other hand. The eligibility criteria for a call are specified in the legal base and official documents. Following these rules, calls for proposals respect the basic principles of transparency and equality of chances. These principles guarantee that PADOR data will not be used for any selection of potential partners before the launching, by EuropeAid, of the call for proposals.

☑ The objective is clearly to improve knowledge management on EuropeAid worldwide interventions, but also – and this reason should not be underestimated – to emphasize the professionalism and value added by our partners' work. The actions of all NSA (Non State Actors) play a major role in the countries where they intervene. EuropeAid intends to improve the image of this value added and justify the actions of NSA.

☑ PADOR introduces a better classification for this purpose, with clearer and exhaustive lists. New "indicators" are introduced as well, such as category and target groups. For instance, it will be easier for EuropeAid to find information about private organisations working with child soldiers or indigenous people.

☑ To improve knowledge management and the image of development aid, details on each action do not make sense for general information purposes. Reports and statistics show major trends and percentages. The best way to identify the organisations is by using indicators based on ranges (1 to 10; 11 to 20; 21 to 100, …). The combination of these indicators allows a better knowledge of our partners and of their implementation capacity.

1.5 BENEFITS

1.5.1 Applicants

- No need to resubmit administrative data of their organisation for each Call for Proposals.

1.5.2 European Commission

- Benefit of a database containing data about entities applying for grants.
- Time saving: the organisation registers its data itself, which improves treatment time.
- Improvement of the data quality, thanks to the responsibility of the organisation, the reference to the LEF data, and the use of an anti-double-entries screen.

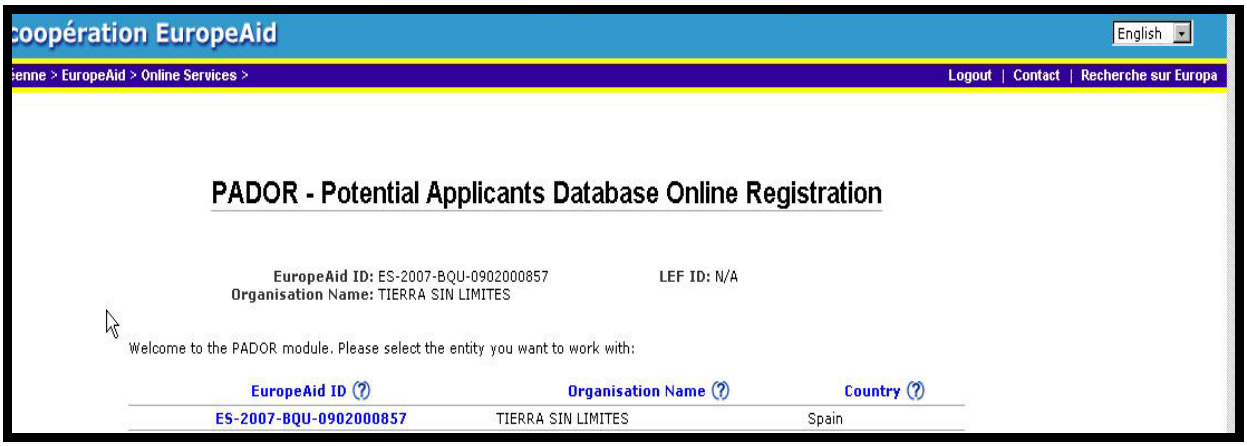
1.6 WHEN MAY I REGISTER?

☑ PADOR will be accessible all through the year. An update or even a new creation can be made at the will of the organisation, or whenever changes occur.

☑ For all modifications, a memory of past actions is created and the date of submission is saved. For each call, the only data taken into account is the one recorded before the closure date. All modifications occurring afterwards are not valid for that call. It is advised to enter data for each call before its closure date.

☑ The PRAG[1] stipulates that the requested documents can be made available by the organisation only when the Committee has fixed the list of selected proposals. By letter, it will be reminded that these documents will have to be loaded in PADOR for the final administrative check. Nevertheless, it is highly recommended to upload them during the registration process.

1.7 ABOUT THE IDENTIFICATION OF YOUR ORGANISATION



Each person using a database needs a personal identification. For your organisation, this identification is made at two levels.

☑ A **first level** depends on the general process for all the contracts and payments made by the Commission through its **Budget Directorate General (DG BUDG)**. At this level each organisation dealing with the Commission is personalised by a unique identification code called Legal Entity File 'LEF' ('FEL' in French)[2].

☑ At the **EuropeAid level**, when an organisation is registered in PADOR, a unique reference is created in place. It is attributed to each organisation registered in the database even if no contract follows after the selection process.
This PADOR identification key will be indicated on the grant application form. If your data is introduced and updated, the indication of EuropeAid ID will replace the need to fill in the form. The data does not have to be resubmitted for each call for proposals.

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[1] Practical Guide, see: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm

[2] Unique ID attributed to an organisation that has or requests a contractual relation with the European Commission (by applying for a grant, for instance). Before the the organisation obtains a contract, a temporary number will be attributed to the organisation. The final ID will be attributed when the first contract is signed with the Commission (after the checkout by the Commission of the information provided by the organisation, on the basis of the supporting documents). This ID will not change anymore and must be used as an identifier for the organisation for any contractual relation with the Commission.

1.8 SECURITY

The distinction between an organisation and its users has to be made.

PADOR mainly manages organisations (with a **unique e-mail address for the organisation**).

But, in reality, only users (persons) can access the data of an organisation. This is done through an **e-mail address, called "login e-mail", that belongs to a member of the staff (a person).** This "login e-mail" must be different from the e-mail of the organisation. This means that security has to be managed at the individual login level. A specific login and password will be attributed to a specific person, who should keep this information confidential.

The access security will be covered by mechanisms put in place by our Information Technology Directorate General (DG DIGIT), namely:
- CAPTCHA (Completely Automated Public Turing test to Tell Computers and Humans Apart)
- ECAS (European Commission Authentication Service).

1.8.1 CAPTCHA

CAPTCHA is a defence mechanism presented under the form of an image containing a code to be reproduced in a field foreseen for that effect. The aim of this mechanism is to secure access to a database, by avoiding robots that generate automatic and massive records.

1.8.2 ECAS (European Commission Authentication System)

ECAS is the user authentication service of the European Commission. It is designed to increase the security of Commission IT systems.

ECAS is designed to protect your IT identity against abuse and to give client systems confidence in the identity of their users. It also provides a single sign-on amongst participating applications.

All that ECAS collects from you directly is your username and password, which together constitute your credentials. Credentials serve to prove your identity to ECAS and indirectly to systems that you use.

Password management – users can initialise their password, or reset it if they forget it, through the internal e-mail system. They can change it when it expires. This means that the ability to reset your password is available to anyone able to access your mail account and it is the security of the mail system that prevents this from happening. It is your responsibility to ensure that you do not request a reset of your password when anyone else has access to your mail (because of automatic forwarding, delegation or other reasons).

You should never reveal your password to anybody else: it is a secret only you should know. In particular, never enter your password on a screen which does not show the approved ECAS logo or if you have doubts about the authenticity of the ECAS site.

Make sure your browser indicates (usually by means of a padlock or other icon) that you are on a secure connection and that you are connected to **ecas.cc.cec.eu.int**

The password is stored in an irreversible form and is not known even by ECAS itself.

On each ECAS page, a header and footer provide links for **Login / Logout**; **Forgot your Password; Change password** and **Help**.

Note: use of cookies

ECAS uses cookies. It can be a problem if your "Popup Blocker" Internet Option is turned on. When you create your ECAS password, be sure the "Popup Blocker" option is turned off. (Cf: The "Popup Blocker" Option-Chapter 4.1 page 29)
These cookies allow you to log in to different applications without re-entering your username and password. They do not contain personal information, merely a pointer allowing ECAS to find your entry in its own tables. The cookies are 'per-session' cookies, i.e. they are destroyed when you close your browser. If you have chosen the option for your browser not to accept such cookies, you will not benefit from this feature and will have to re-authenticate yourself each time you log in to a different ECAS client application.
A persistent cookie is created in order to record your choice of language. In the absence of this cookie, the default language is English.

1.9 CONFIDENTIALITY

1.9.1 Responsibility

The Commission declines all responsibility for the accuracy of information supplied by an organisation for its registration in the database in order to participate to a call for proposals. If a mistake is made, the Commission assumes the right to define the organisation as ineligible, in the framework of that call for proposals.

The recording of an organisation in the database does not constitute a form of official recognition of this organisation by the Commission.

1.9.2 Personal Data Protection

Please find underneath an additional information document about the use, the update and deletion of your personal data:

Privacy Statement for PADOR:

The specific database: PADOR

The Commission service in charge of the named PADOR EuropeAid Cooperation Office will collect your personal data only to the extent necessary to establish a database for potential applicants in the framework of external cooperation, for Knowledge Management purposes.

Who has access to your information and to whom is it disclosed?

The Commission official responsible for PADOR and the controller have access to your data. All authorised representatives of the Commission (in EuropeAid Cooperation Office and in Delegations) have access to your data, without prejudice to possible transmission to Community Control Authorities charged with a monitoring or inspection task in conformity with Community law in the context of a specific inquiry. No transfer is operated to national authorities.

How do we protect and safeguard your information?

The data collected in the named PADOR is not accessible by anyone outside the Commission. Inside the Commission the data can be accessed by designated Commission representatives, using a UserID and a password.

How can you verify, modify or delete your information?

You have direct access to your data stored. If you wish to modify or delete your data, you can do so by connecting to PADOR, using the personal User ID and password communicated to you when you first registered.

How long do we keep your data?

If the organisation has had a contractual relationship with the Commission, data will be kept for 7 years after the end of the last contract.

If the organisation has ever participated in a Call for Proposals, data will be kept for 7 years after the last Call it participated in.

If an organisation has not updated its information for the past 3 years, the access information (login + password) will be deleted.

If an organisation has never had a contract with the Commission, participated in a Call, and has not updated its information for the past 3 years, all information will be deleted.

Contact Information

Should you have any question or request concerning your information submitted, please send an e-mail message to the following contact mailbox: EuropeAid-on-line-registration-hd@ec.europa.eu

Legal basis

Regulation (EC) No 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

2 THE BASICS:

2.1 WHAT DO I NEED TO ACCESS PADOR?

☑ A **connection to the Internet** is of course a key prerequisite to access PADOR and register your organisation.
Nevertheless note that you do not need permanent access. You must have access to the internet when it is necessary to update data on your organisation. PADOR is built with several screens. A "save" is foreseen after each screen, in order to avoid the loss of data already introduced. So, you will be able to "split" your encoding.

☑ The first time you register, it is recommended to have an efficient Internet access. It is not compulsory that you register data in PADOR from a computer/internet line located in the country/community of origin of the organisation. For instance, a Ghanaian organisation can be registered in PADOR from a computer/internet line located in the UK or France. In case of problems with your internet connexion in your country/community, do not hesitate to ask your friends/family members to help you register your organisation in PADOR from another computer/internet line, even if they live abroad.

☑ An **email address for your organisation** is necessary because it will be used to identify it. This mail will be used for messages purposes.

☑ An **email address for yourself as an individual** is necessary because we will grant you a secure access by email.

☑ The Web addresses to PADOR:

- for the first connection:
https://webgate.ec.europa.eu/europeaid/onlineservices/index.cfm?do=Pador.Reglefeid

- for the following connections: http://ec.europa.eu/europeaid/onlineservices/pador/index_en.htm

http://ec.europa.eu/europeaid/onlineservices/pador

☑ The **ECAS Password**. You will see below how you can receive an access to the ECAS Password.

2.2 HOW DOES PADOR WORK? (ACCESS AND ACCESS RIGHTS)

☑ PADOR deals with **organisations**. An organisation is identified by an e-mail address. It is highly recommended to use a specific e-mail address independently from the name of the person in charge with registering the organisation in PADOR. (Cf. : The "Organisation Email" Field in the "REGISTER" PADOR sheet – Chapter 5.1)

☑ Nevertheless, the management of PADOR data within the organisations is done by **individuals**. As such, each individual has to be identified with his own access rights. PADOR makes a clear link between each individual and an organisation. If this link is not respected, the access is denied. (Cf. : The "Login Email" Field in the "REGISTER" PADOR sheet – Chapter 4.1 page 25)

☑ The organisation (director/president/manager of the organisation) allows its members to use PADOR. It is its own responsibility to manage the permissions to access PADOR for its staff through a specific screen available in PADOR.
There are three kinds of permissions in the PADOR database:

- **Read Only**: the person can **consult** the information registered in PADOR.
- **Consult and Complete**: the person can consult, **update** and complete the information of the Organisation registered in PADOR.
- **Sign**: the person can consult, complete, and **validate** the information of the Organisation registered in PADOR. This is the most powerful permission.

Members of staff who have access to PADOR can give their colleagues only rights equivalent or inferior to their own. For instance, somebody who can consult and update data registered in PADOR, can give another staff member only the rights to "read" or "consult and complete" (and not the right to "sign").

☑ The organisation has access only to its own information.

☑ When you register your organisation for the first time (new organisation in PADOR), your name is associated with this organisation. This first registration gives you [and you only] the rights to consult, update or modify the data of the organisation.

☑ The first person who registers the organisation has the responsibility of managing, of allowing access to PADOR for other members of the same organisation, by giving them one of the above-mentioned rights.

This means that the organisation is totally responsible for the management of its users: access rights of each one, creation and deletion. As many users as necessary can be created depending on the internal needs. But attention has to be paid to the "**update**" access: if too many staff members are authorized to modify the data registered, the information introduced in PADOR it will quickly become unmanageable.

The **"signatory"** access is the most important one. With his/her name and title, the person having the "signatory access" validates the accuracy of all PADOR data and engages the responsibility of the organisation. Depending on his/her signature, a proposal could be rejected if the data does not comply with the information requested by the guidelines of a call.

At EuropeAid, the whole staff can consult the entire PADOR database, but only a few people at the PADOR helpdesk have the rights to register new organisations (only for organisations that have received a special dispensation from EuropeAid). In case of problems, a special administrator (EuropeAid staff) can also modify data registered by the organisation itself.

☑ The same organisation cannot be entered twice. To avoid this, the PADOR system compares your data entry with the complete database. If a double-entry is detected, the system asks you to contact the person who registered your organisation initially in the PADOR database, or to contact the PADOR Support.

☑ For the launching phase, a special letter will be sent in October 2007 to all the organisations that are currently contracting with EuropeAid. They will find an access code to their PADOR data.

2.3 DISPENSATION

For more detailed information on the dispensation procedure, please consult the **annex 4**.

☑ In certain cases (see annex 4), the organisation might not be able to register, complete or update PADOR data itself. In this case, it can ask for a special dispensation, by sending to the Commission, by post, a letter that explains the reasons why the organisation is unable to register its data itself. This letter must be sent to the service in charge, within the Commission, with the specific call for proposals you are applying for: the address of this service can be found in the guidelines of each call for proposals. If the Commission accepts the reason of incapacity to register, you will be asked to fill in and send to the Commission the entire paper grant application form. The service in charge with the specific call for proposals will complete the PADOR database with the information provided by your organisation in the grant application form.

☑ The dispensation is accepted on a case by case basis only for a specific call for proposal. It has to be reintroduced each time that an organisation applies for a different call for proposals.

☑ As soon as the organisation is registered in PADOR, the data included in PADOR will be considered as relevant.

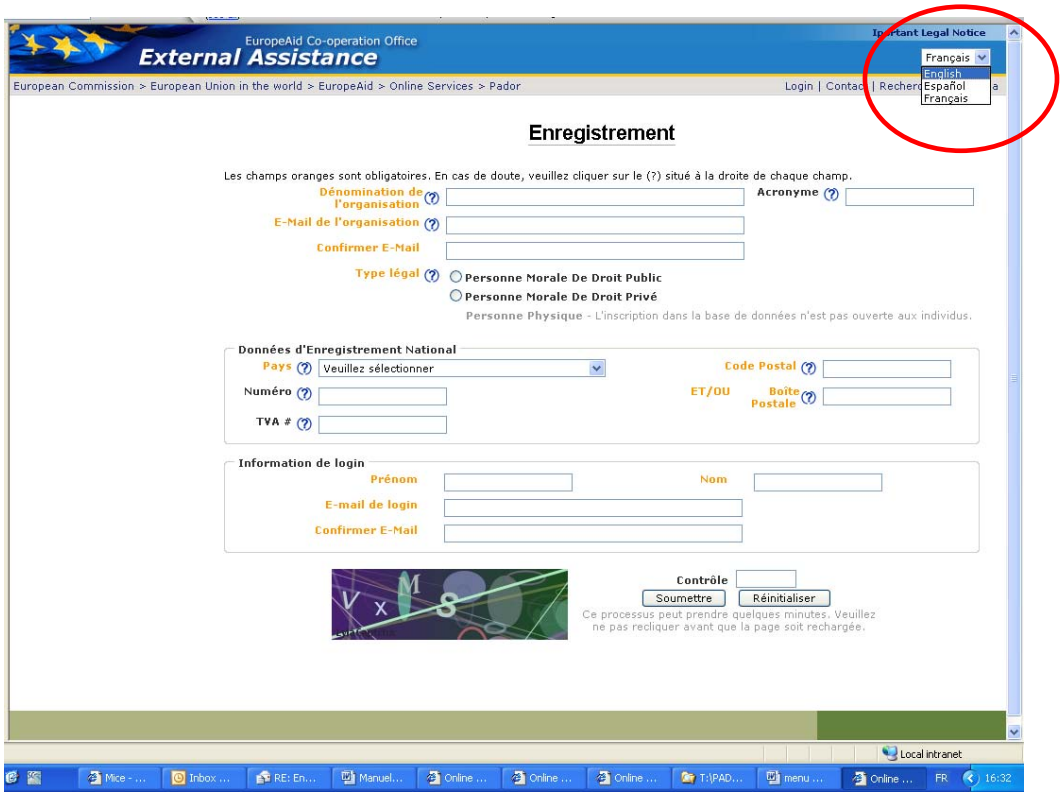
☑ Organisations which are not able to register in PADOR and want their data to be introduced by the Commission, can ask for a dispensation only in case they apply for a specific call for proposals. Organisations which do not intend to apply for calls for proposals in the near future cannot request a dispensation. Dispensation requests addressed to the Commission out of the framework of a specific call for proposals will not be taken into consideration.

2.4 LANGUAGE SETTINGS

The PADOR website is written in three languages.

- ☑ English.
- ☑ Spanish (except few messages during the identification process for the login and the password)
- ☑ French.

To switch languages click on the little arrow of the drop down menu on the top of the Register page.



Be careful: If the page doesn't show the desired setup language, please right-click on the page and ask to "refresh". Repeat this operation until the page appears in the right language.

2.5 PADOR CONTENTS

The content registered in PADOR will be the data related to the organisation itself (and not to the project that will be submitted by the organisation):

- ☑ Profile of the development actors (e.g.: non-profit/profit making, Category (in order to apply a segmented approach), Sector(s) etc…).

- ☑ Data requested in the **chapter related to the applicant** (old chapter II) of the Grant Application form (Up to now, this data was requested from each applicant, for each call for proposals, but has not been encoded in a central database).
  This chapter concerns all data related to an organisation. The paper application form has been adapted similarly to respond to the processing needs of PADOR (lists of choices, structured and formal information, …)
  The **paper application form** is still requested in order to participate in a call for proposals, for all the **elements related to the project** itself. When an organisation is recorded in PADOR, it receives an identification number. By giving this number at the beginning of the chapter concerning data on the Applicant , the organisation does not need to fill in this chapter anymore.

- ☑ Data requested in the **chapter related to the partners** (old Chapter III).
  This chapter of the application form concerns data related to the partners of an applicant to a grant. The paper application form has been adapted similarly to respond to the processing needs of PADOR (choices lists, structured and formal information,…)
  When the partner of an organisation is recorded in PADOR, it receives an identification number. By giving this number at the beginning of the related chapter, the organisation does not need to fill in this chapter anymore.

- ☑ Scanned documents (Relevant information about Statuses, Financial Consolidated Data and Audit Report).

- ☑ The Legal Entity File (LEF) and a EuropeAid ID for each organisation. N.B. If the organisation has already had a contract with the Commission andor must change some of its data, there is the possibility, through PADOR, to print out a pre-filled LEF document. (For further information, see chapter 5.1.3.)

3 HOW TO ACCESS PADOR?

3.1 THE HOME PAGE OF EUROPEAID ON-LINE SERVICES

☑ PADOR is the first step of a process initiated by EuropeAid to open its services to external purposes. Taking advantage of the new Internet technology, EuropeAid gives its partners access to tools which improve the quality and the effectiveness of their work. These tools are available in a menu accessible through:

- the icon "Online Services" on the top right side of the EuropeAid home page
  http://ec.europa.eu/europeaid/index_en.htm

- the left menu of the EuropeAid homepage
  "Work with us" option
  "Online Services" option

☑ In the near future several other modules will be available on the page "EUROPEAID ONLINE SERVICES":
- The "Calls for Proposals Publication" module, also accessible on the EuropeAid homepage, displays all the calls launched by EuropeAid.
- The "On-line Submission of Calls for Proposals" module (This module is under construction and will be available at the end of 2008)

EUROPEAID ONLINE SERVICES
Home page

On this web page, EuropeAid assembles the on-line services made available for its partners. The list of tools will be completed in the future, when new services become available.

This approach will allow the improvement of services provided by EuropeAid to potential funds applicants. Moreover, through this approach, which is in line with the Knowledge Management orientations of EuropeAid, the Cooperation Office will be able to better know its partners and to emphasize, in the future, their professionalism and commitment for the development cause.

Funding opportunities

List of all notices for Calls for Proposals and Calls for Tenders published by EuropeAid, with application deadline dates, and the documents associated: guidelines and application forms.

PADOR - On-line Registration of Potential Applicants
On-line registration, by the organisation itself, of its administrative profile and other data related to this entity.

Registration in PADOR is pre-required for the participation of an organisation in a **call for**

proposals, in order to obtain a grant.

PADOR is not intended for the organisations applying for **calls for tenders**. Another tool will be available for them in the future.

3.2 PADOR MENU

Search | Sitemap | Contact | Legal notice | English (en)
European Commission
External cooperation programmes
European Commission > EuropeAid > Work with us > Online services > PADOR
Home
Who we are
What we do
Where we work
How we work
Work with us
How to get a grant
How to get a contract
Funding opportunities
Online services
PADOR
Procedures & documents
Framework Contract
Visibility guidelines
Job opportunities
Multimedia library
PADOR
To register a new organisation
You do not have a personal ECAS identification (*)
You have a personal ECAS identification (*)
To update/consult a registered organisation
You have a personal ECAS identification (*)
You do not have a personal ECAS identification (*), but your organisation is already in PADOR
You do not have a personal identification, but your organisation already has a "PADOR user manager":
please refer to him/her (See the manual point "How does PADOR work?")
(*) Personal identification delivered by ECAS (European Commission Authentification Service)
Help
User Guide
List of categories
List of target groups
List of sectors
Dispensation
Countries per region
E-training
Helpdesk
Confidentiality
Privacy statements

The PADOR menu is based on the distinction between the notions of "Organisation" and "Individual" working within an organisation.
PADOR concerns organisations.

But, in order to access these functions, you have to be recognised as an individual with specific access rights: to register, update and consult.

To register a new organisation :

A. You do not have a personal ECAS identification :

A.1. Get your personal identification :

To begin, you need to get your personal identification. To do so, each step will be described in the following paragraph 3.3 and in chapter 4.

Congratulation, you will be the first person in your organisation accessing PADOR

You are becoming the “PADOR User Manager”. Your role, within your organisation, is to manage access rights for each person working with PADOR.

A.2. The initialisation of your ECAS(*) access has been successful:

See chapter 5.

You can create another user (see "Add a user") with the same rights as yours, in case you do not wish/cannot remain the user manager for your organisation.

B. You have a personal ECAS Identification :

If you have already received an ECAS identification password thanks to a previous registration in the Commission environment, see paragraph 4.3 and chapter 5.

All you need to do is link your ECAS identification and your organisation within PADOR.

For example:

1. For the first European Commission database you worked with (such as, inter alia, databases of the Directorate-General for Research or of the Directorate-General for Justice, Freedom and Security, etc.), you have already received an ECAS identification. This ECAS identification that you have already used for other purposes is unique and becomes the only gate to access PADOR.

2. You are manager for multiple organisations and you need to introduce each one in PADOR. You have received an ECAS password when you registered the first organisation: this personal identity can be used for registering the other organisations as well. Each time you want to introduce a new organisation, return to the original menu and click on *"You have a personal ECAS identification"*. You will access PADOR through the same personal ECAS identification.
   See point 3.4.1.

To update/consult a registered organisation

If you have already received the ECAS identification password, see chapters 5, 6 and 7.

If you have not received the ECAS identification password yet, see paragraph 6.2 and 6.3..

3.3 YOU WANT TO ENTER A NEW ORGANISATION REGISTRATION IN PADOR:

A system avoiding double encoding is incorporated in PADOR.
When you try to register your organisation, PADOR compares it with all the organisations already registered in the system. If it discovers the same organisation or similar ones, it displays them, so that you can check if your organisation already exists in the database.

BE CAREFUL : You cannot create a new entry in two cases :

- *Your organisation is known in PADOR, but you do not have personal identification within your organisation to access it.*
  Three reasons could explain this situation:

  - A member of your staff has already created the profile of your organisation. Please, check with that person and ask him/her to give you rights as a new user .

  - Minimum data related to organisations which have previously been under contract with EuropeAid is already registered (by EuropeAid). If you are concerned, you will receive a letter with an initial login and a password.
  For the launching phase of PADOR, your organisation, having already had a contract with EuropeAid, was known by EuropeAid. PADOR is pre-loaded with the minimum data already known. A letter has been sent to your organisation with the initial login and password.
  If you have lost this letter, please send a mail to the PADOR helpdesk.

  - Somebody external to your organisation has created it by mistake or bad intention. Please, contact this person. If you are facing a dispute, send a mail to the PADOR helpdesk with your legal status document.

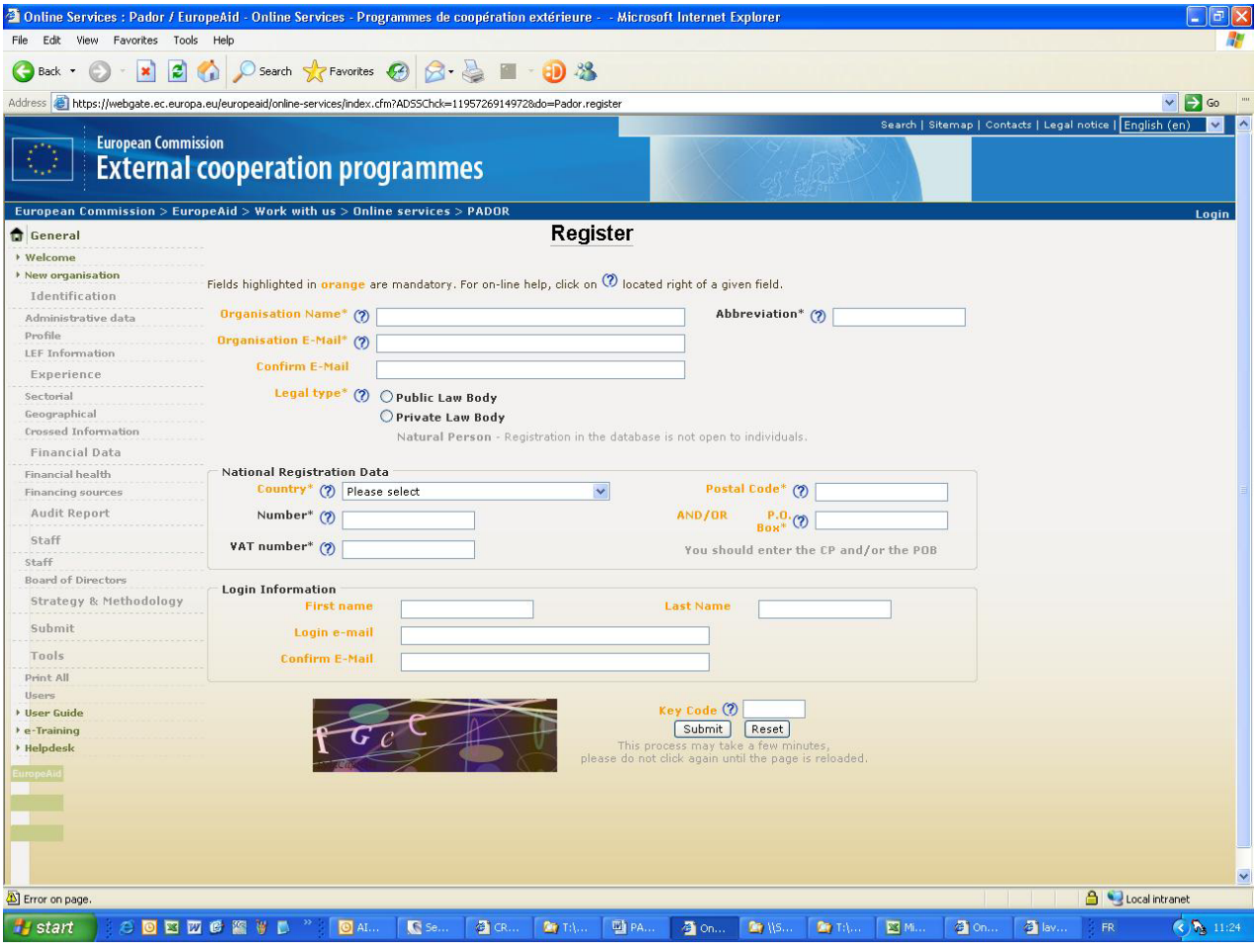
- *To participate in a call for proposals, your organisation did not have the capacity to introduce data itself in PADOR. You have obtained a dispensation to present a full paper application form.In order to have a complete database for management purposes, EuropeAid internal services had to introduce it exceptionally. After some time, the internal context of your organisation has improved and you wish henceforth to take responsibility for managing your file. Please send a mail to the PADOR helpdesk to obtain your personal identification.*

4 HOW TO CREATE YOUR INDIVIDUAL LOGIN ACCESS

4.1 YOU WANT TO REGISTER A NEW ORGANISATION BUT YOU DO NOT HAVE A PERSONAL ECAS IDENTIFICATION YET

To access to this screen, please, see paragraphs 3.1 and 3.2

4.1.1 In the PADOR menu, choose the option: "You do not have a personal ECAS identification". You will obtain the following screen:


Online Services : Pador / EuropeAid - Online Services - Programmes de coopération extérieure - - Microsoft Internet Explorer
European Commission
External cooperation programmes
European Commission > EuropeAid > Work with us > Online services > PADOR
Login
Register
Fields highlighted in orange are mandatory. For on-line help, click on located right of a given field.
Organisation Name*
Abbreviation*
Organisation E-Mail*
Confirm E-Mail
Legal type*
Public Law Body
Private Law Body
Natural Person - Registration in the database is not open to individuals.
National Registration Data
Country*
Please select
Postal Code*
Number*
AND/OR
P.O. Box*
VAT number*
You should enter the CP and/or the POB
Login Information
First name
Last Name
Login e-mail
Confirm E-Mail
Key Code
Submit
Reset
This process may take a few minutes, please do not click again until the page is reloaded.

Screen 1

☑ Enter the main characteristics of your organisation and your personal data in order to get access to PADOR Database and create a password.

By this first registration, you will create a secure access. For this, you will have to create a personal password, the Personal ECAS Identification.

First, PADOR will ask you to communicate your personal email address. An email will be sent to you immediately and you will have a short time to create and confirm your password. For this reason, we advise you, before you start registering, to open your personal mailbox in another window in order to be ready to create the password.

Note :

- ☑ This first information is used to detect the possibility of your organisation pre-existing in the database.

- ☑ To obtain explanations about the information required in the fields, click on the little (?)
  You will have access to information on how to fill in the field concerned.

- ☑ Filling in the orange fields is mandatory.

- ☑ Most of the data contained on this screen defines the Legal Entity File (LEF) of your organisation. When an organisation signs a contract with the European Commission (EC), the LEF data is checked by the EC central Budget Service (Directorate general Budget). Once validated by the EC central Budget Service, you cannot anymore modify the LEF data registered in PADOR. If you need to update the LEF data of your organisation (for instance, in case your organisation has moved to a new address, etc.), please get in touch with your usual/last contractual contact within the EC, and make a request for change (+ provide the necessary supporting documentation if relevant).
  The following fields are linked to the LEF information and consequently cannot be changed in PADOR. LEF data is identified by an *.

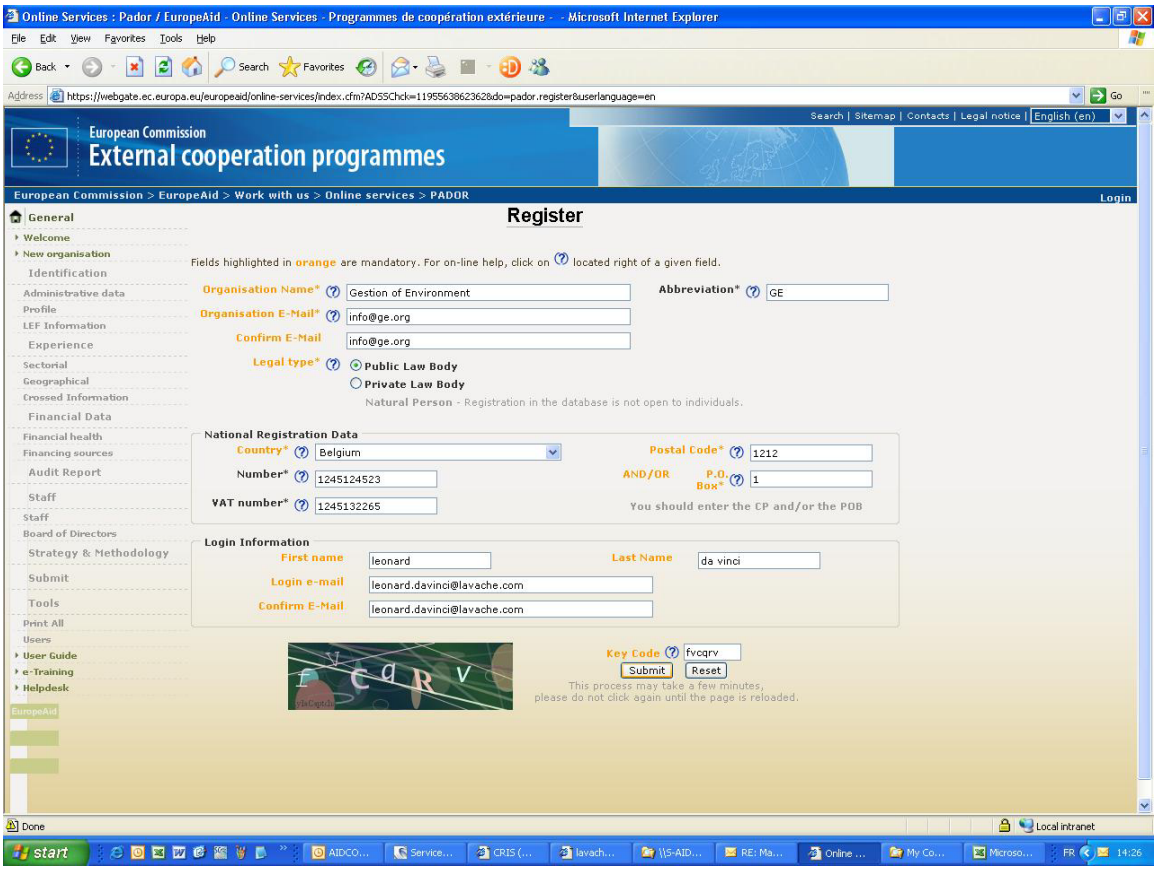
    - Organisation Name
    - Abbreviation
    - Registration Number
    - VAT number
    - Place of registration
    - Date of registration
    - Address
    - Country
    - Legal type
    - Legal form

For further information on the LEF, see chapter 5.1.3.

Key Code :

This is a special secure key.
You have to type in the Key Code Box the letters you see in the coloured picture.
Letters can be typed either "lowercase" or "UPPERCASE". That does not make any difference.
Make sure you notice the difference between the circles (you do not have to enter them) and the letter "o", a little bit more oval.
Example : ltuWZjfZ = ltuwzjfz
For your information, there is no limit to enter the key code. You can do it as many times as necessary.

In the following example, Mr "Leonard Da Vinci" registers a false organisation called "Gestion of Environment":



Screen 2

Once you entered all the data, click on "Submit".

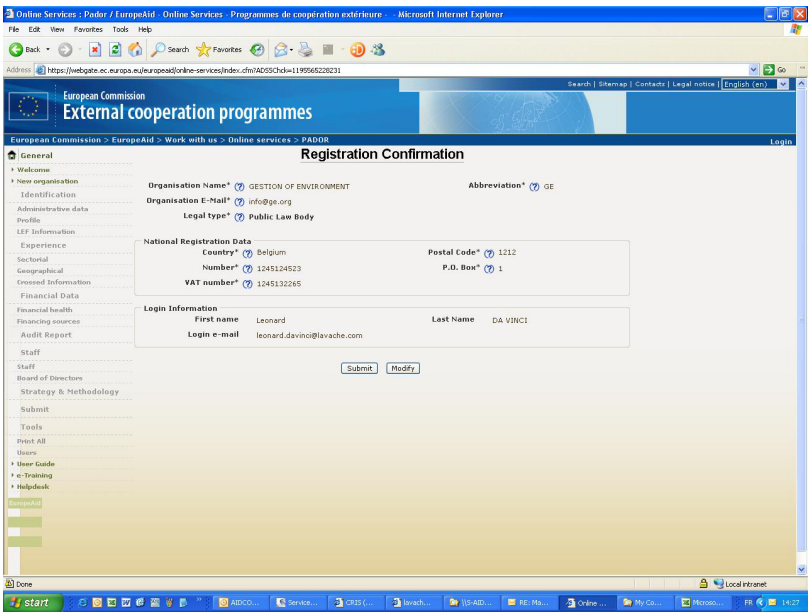
4.1.2 A list may appear with organisations already known by the Commission. If your organisation is not in the following list, click on "My organisation is not in the list".

If your organisation appears in the list, please read the paragraph 4.2.
A mail is sent to your organisation's Email address. At the same time, another mail is sent to the PADOR Helpdesk.

Our helpdesk will contact you during the following days. In case they do not contact you, please, write to the the helpdesk mailbox: europeaid-on-line-registration-hd@ec.europa.eu

4.1.3 If your organisation does not exist in the PADOR database, you will receive the right to register it

Check if the data is correct. – screen 3 –
If data is correct, click on "Submit".
If it is incorrect, click on "Modify" and you will return to the previous screen.



Screen 3

You obtain this window. – Screen 4 –

Work with us > Online services > PADOR
Registration Confirmation
Your registration has been processed. You will receive an email with a link to activate your account...

Screen 4

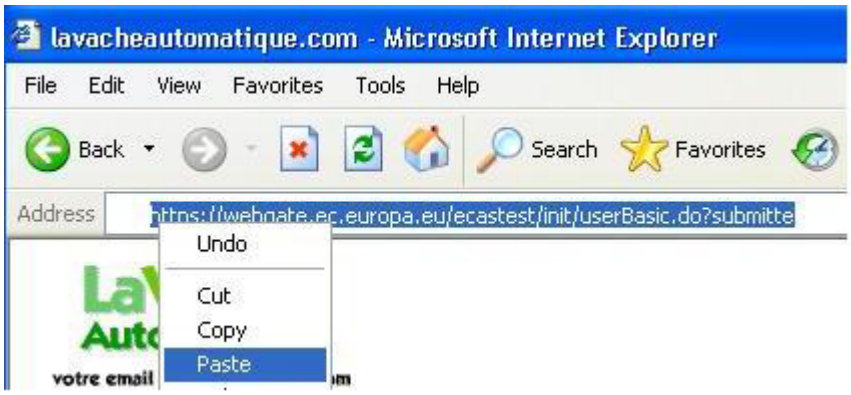
4.1.4 You receive a mail from the European Authentication Service in your Personal Mailbox. -- screen 5 --

In this message, you receive a link (it's the text underlined begining by "https:…"). Click on this link. If this link does not open the Commission website, please copy this link in the Internet Address Menu – screen 6 –

Date: Tue, 20 Nov 2007 14:30:21 +0100 (MET)
De: European Commission Authentication Service <noreply@ec.europa.eu>
À: leonard.davinci@lavache.com
Répondre à: European Commission Authentication Service <noreply@ec.europa.eu>
Objet: Availability of your account in the European Commission Authentication Service

```
--=_b8a2960b364a90cf13e71507da59e880
Content-Type: text/plain; charset=utf-8

Please do NOT reply to this address.
This is an automated e-mail message.

---------------------------------------------------------------------

Dear Leonard DA VINCI,


At your request, an account has been created for you by the European
Commission Authentication Service (ECAS). In order to activate your account,
please follow this link https://webgate.ec.europa.eu/ecastest/init/userBasic.do?submitte
d=true&login=nvincile&service=https://webgate.ec.europa.eu/europeaid/online-serv
ices/index.cfm?do=pador.welcome
and you will find the procedure to follow.

Note that whenever you are asked by ECAS for your username, you should enter the
e-mail address you used on registration.

Sent to you by
European Commission Authentication Service
```

Screen 5



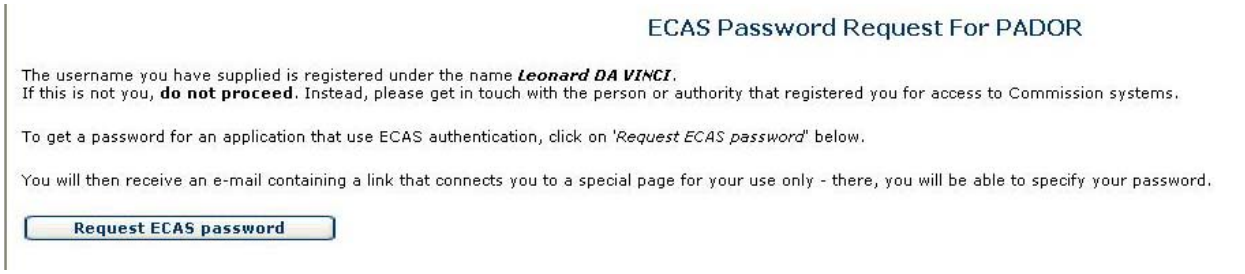
Screen 6

On the following screen, please enter your personal email address.

ECAS password initialisation - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://webgate.ec.europa.eu/ecastest/init/userBasic.do?submitte
Go
IMPORTANT : Disclaimer, confidentiality notice and rules on Privacy Protection
European Commission
Authentication Service
Login Change password Privacy Statement Contact Help
>> Intracomm > Authentication Service > Password initialisation
ECAS password initialisation:
Please provide your username or your personal e-mail address in order to start the initialisation of your ECAS password.
Username or e-mail address leonard.davinci@lavache.com
Submit
Login Change password Privacy Statement Contact Help
WAI-A WCAG 1.0
DIGIT
top
The European Commission's Authentication Service (ECAS) is managed by DIGIT.A.1.UAA - Version 1.7.2.2776 - 21/09/2007 - 12:39 - Processing: 17 milliseconds

Screen 7

(5) Before clicking on the Request ECAS password button – screen 8 –, please read the text below. For security reasons, once you click on the Request ECAS password you have **only ten minutes** to access the ECAS password window and to create a new password.


ECAS Password Request For PADOR
The username you have supplied is registered under the name Leonard DA VINCI.
If this is not you, do not proceed. Instead, please get in touch with the person or authority that registered you for access to Commission systems.
To get a password for an application that use ECAS authentication, click on 'Request ECAS password' below.
You will then receive an e-mail containing a link that connects you to a special page for your use only - there, you will be able to specify your password.
Request ECAS password

Screen 8

First, in order to save time, we advise you to open your mailbox.

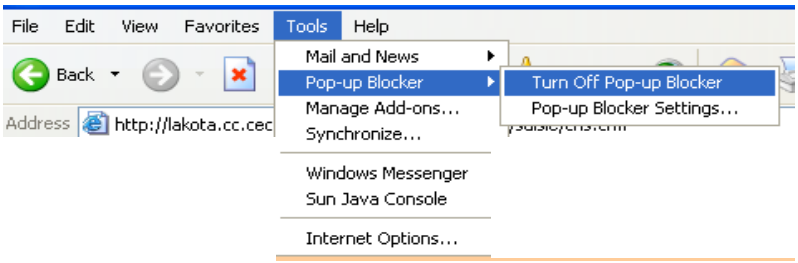
Then, think about the new password you want to create in order to secure access.

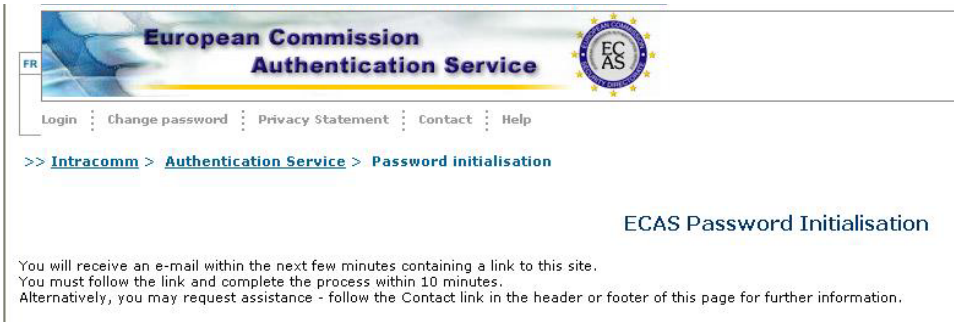
√	A password must contain at least 8 characters from three out of four different groups (letter-number-special character- punctuation mark)
√	It expires 90 days after having been changed or (re-)initialised
√	A warning is given 5 days before expiry
√	A password must contain at least 8 characters
√	A password cannot be changed until it is at least 1 day old

√	The last 5 passwords are remembered and cannot be re-used
√	After 5 incorrect passwords for a username, that username is locked for 15 minutes, then automatically unlocked.

Make sure that, if the pop-ups are blocked in your internet settings, you unblock them during the process of creation of your password. This operation achieved, you can block the pop-ups again.

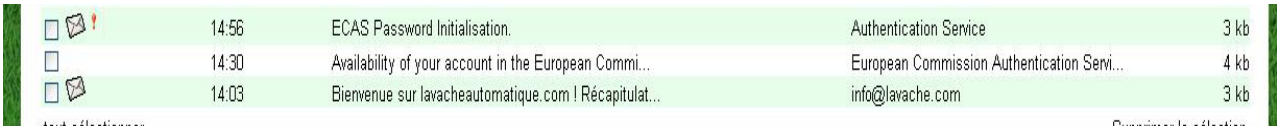
To unblock the pop-ups, go to the internet menu. Scroll down the Tools menu and ask for Pop-up Blocker. Turn off the Pop-up Blocker option.




European Commission
Authentication Service
FC AS
FR
Login
Change password
Privacy Statement
Contact
Help
>> Intracomm > Authentication Service > Password initialisation
ECAS Password Initialisation
You will receive an e-mail within the next few minutes containing a link to this site.
You must follow the link and complete the process within 10 minutes.
Alternatively, you may request assistance - follow the Contact link in the header or footer of this page for further information.

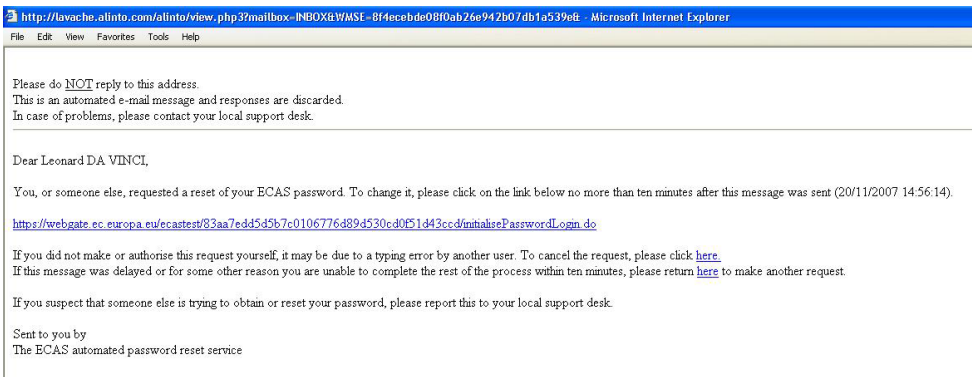
Screen 9

In your mailbox, click on the mail you received from the Authentication Service: ECAS Password Initialisation.



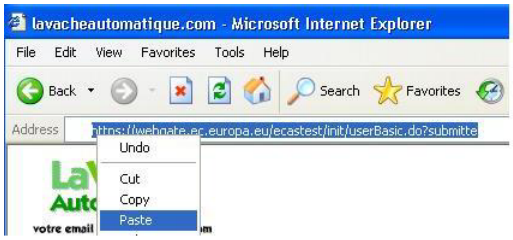
Screen 10

Into this message, you have a link (it's the text underlined beginning by "https :…").


http://lavache.alinto.com/alinto/view.php3?mailbox=INBOX&WMSE=8f4ecebde08f0ab26e942b07db1a539e&t - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Please do NOT reply to this address.
This is an automated e-mail message and responses are discarded.
In case of problems, please contact your local support desk.
Dear Leonard DA VINCI,
You, or someone else, requested a reset of your ECAS password. To change it, please click on the link below no more than ten minutes after this message was sent (20/11/2007 14:56:14).
https://webgate.ec.europa.eu/ecastest/83aa7edd5d5b7c0106776d89d530cd0f51d43ccd/initialisePasswordLogin.do
If you did not make or authorise this request yourself, it may be due to a typing error by another user. To cancel the request, please click here.
If this message was delayed or for some other reason you are unable to complete the rest of the process within ten minutes, please return here to make another request.
If you suspect that someone else is trying to obtain or reset your password, please report this to your local support desk.
Sent to you by
The ECAS automated password reset service

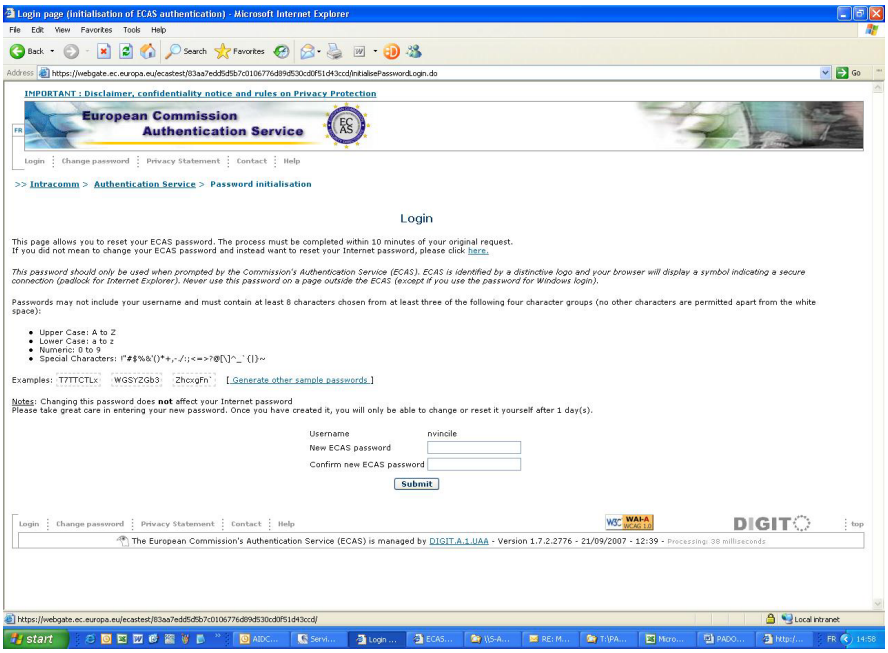
Screen 11

Click on this link. If this link does not open the Commission website, please copy this link in the Internet Address Menu – screen 12 –



Screen 12

Here, enter your Password twice. Then click on Submit.


Login page (initialisation of ECAS authentication) - Microsoft Internet Explorer
IMPORTANT : Disclaimer, confidentiality notice and rules on Privacy Protection
European Commission
Authentication Service
Login | Change password | Privacy Statement | Contact | Help
>> Intracomm > Authentication Service > Password initialisation
Login
This page allows you to reset your ECAS password. The process must be completed within 10 minutes of your original request.
If you did not mean to change your ECAS password and instead want to reset your Internet password, please click here.
Passwords may not include your username and must contain at least 8 characters chosen from at least three of the following four character groups (no other characters are permitted apart from the white space):
Upper Case: A to Z
Lower Case: a to z
Numeric: 0 to 9
Special Characters: !"#$%&'()*+,-./:;<=>?@[\]^_`{|}~
Examples: T7TTCTLx WGSY2Gb3 ZhcxgFn [Generate other sample passwords]
Notes: Changing this password does not affect your Internet password
Please take great care in entering your new password. Once you have created it, you will only be able to change or reset it yourself after 1 day(s).
Username nvincile
New ECAS password
Confirm new ECAS password
Submit
DIGIT
The European Commission's Authentication Service (ECAS) is managed by DIGIT.A.1.UAA - Version 1.7.2.2776 - 21/09/2007 - 12:39

Screen 13

We advise you to write down your ECAS username (ie nvincile) because it will appear only once on this page. Otherwise, please note that whenever ECAS requires your username, you may also use the email address you used when you registered. This email address is known in PADOR as the "login email" (ie Leonard.davinci@lavache.com).

You will receive a response confirming that your login and password have been created.

4.2 YOUR ORGANISATION ALREADY EXISTS IN PADOR

When you submitted the first screen of PADOR containing data on your organisation, you discovered the name of your organisation in the list proposed by PADOR.

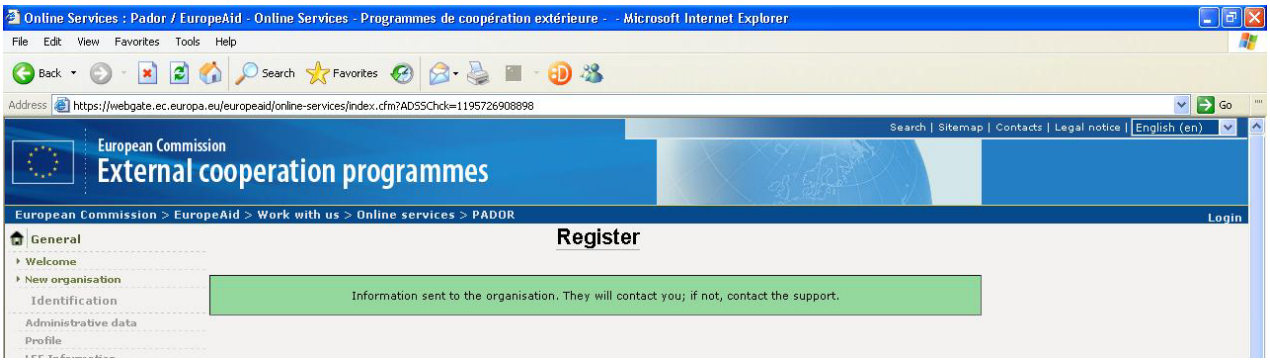
Screen 14

You select it.

Check your organisation's data and submit it.

Screen 15

[At this moment, if you want to return to the PADOR menu, you need to click on the internet button BACK, and then right click on the page, choose the option Refresh twice.]


Online Services : Pador / EuropeAid - Online Services - Programmes de coopération extérieure - - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1195726908898
Go
Search | Sitemap | Contacts | Legal notice | English (en)
European Commission
External cooperation programmes
European Commission > EuropeAid > Work with us > Online services > PADOR
Login
General
Welcome
New organisation
Identification
Administrative data
Profile
Register
Information sent to the organisation. They will contact you; if not, contact the support.

Screen 16

When you click on Submit, a mail is sent to the Email of your organisation.

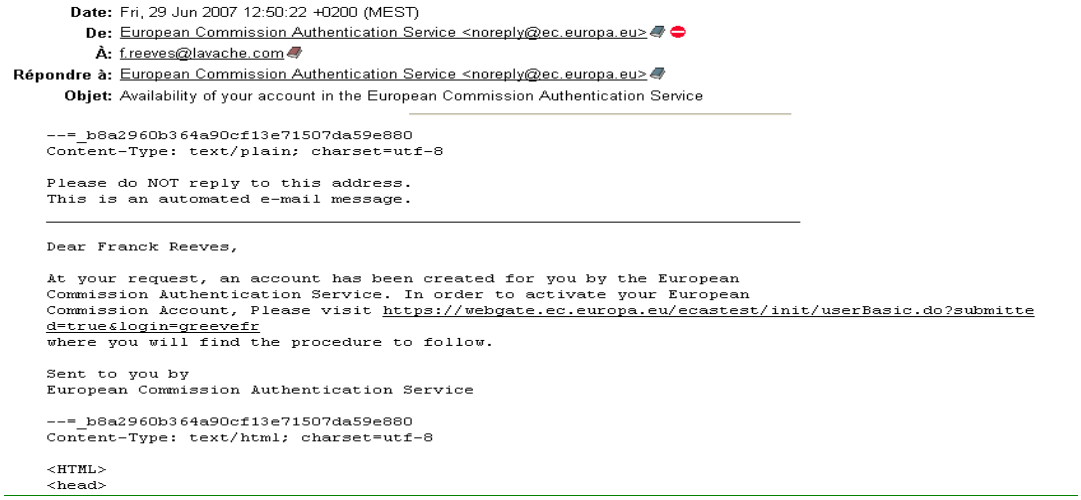
At the same time, another mail is sent to the PADOR Helpdesk.

They will contact you in the next days. If you receive a mail from EC, please see the paragraph 4.3. If not, contact the PADOR SUPPORT.

4.3 YOU RECEIVED A MAIL FROM EC TO OBTAIN YOUR ID

The PADOR Manager of your organisation asked the PADOR team to give you access to PADOR data.

You received a mail from the European Authentication Service in your Personal Mailbox.



Date: Fri, 29 Jun 2007 12:50:22 +0200 (MEST)
De: European Commission Authentication Service <noreply@ec.europa.eu>
À: f.reeves@lavache.com
Répondre à: European Commission Authentication Service <noreply@ec.europa.eu>
Objet: Availability of your account in the European Commission Authentication Service

```
--=_b8a2960b364a90cf13e71507da59e880
Content-Type: text/plain; charset=utf-8

Please do NOT reply to this address.
This is an automated e-mail message.

Dear Franck Reeves,

At your request, an account has been created for you by the European
Commission Authentication Service. In order to activate your European
Commission Account, Please visit https://webgate.ec.europa.eu/ecastest/init/userBasic.do?submitte
d=true&login=greevefr
where you will find the procedure to follow.

Sent to you by
European Commission Authentication Service

--=_b8a2960b364a90cf13e71507da59e880
Content-Type: text/html; charset=utf-8

<HTML>
<head>
```

Screen 17

Read the paragraph 4.1.4.

4.4 THE LINK BETWEEN YOUR PERSONAL IDENTIFICATION AND YOUR ORGANISATION

The link between your personal identification and your organisation is made from the same screen.

Note : If you do not remember your username, you can enter your personal email address in the same field.

Introduce your ECAS password.

Screen 18

Register your organisation. See Chapter 5 to have explanations on each field you must fill in.

5 HOW TO FILL THE PADOR FIELDS ON EACH SCREEN ?

5.1 GOOD TO KNOW :

5.1.1 SAVE is not the same as SUBMIT!!!

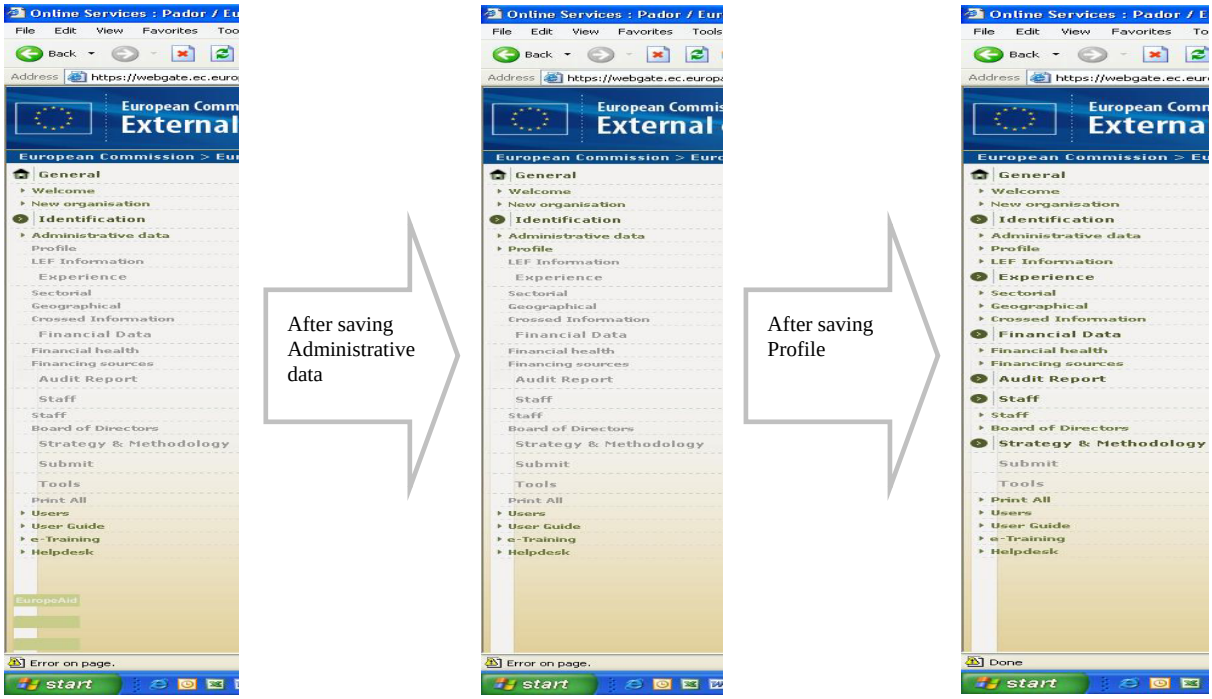
NB: on each screen, you are asked to click on the SAVE button. This action saves the data of your organisation.
BUT this action needs to be completed by the SUBMIT located on the Submit screen in order to engage the responsibility for the organisation which is being registered.
For example, if your organisation participates in a call for proposals, the Commission will only consider the data registered in PADOR as it appears on the date of the last SUBMIT.

NB: the last "submit" considered will be the last one which is anterior to the deadline of the call for proposals.

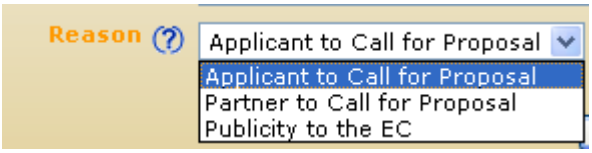
5.1.2 Navigation

As you can see, the options of the menu on the left are almost unactivated, you will have to complete first the Administrative data screen. Then the Profile screen will be available.

After having filled in the Administrative and Profile data, you will have access to all the screens, except the Submit and Tools screens. Note that the screen Submit will be only available when all the mandatory data is completed and only for the person who received the signatory rights.



Note : Depending on your "Reason" for registering in PADOR (field you fill in on the Administrative data screen), some screens are mandatory and others are not.



Screen 19

For instance, in case of your reason of registering in PADOR is for being an "Applicant to Call for Proposal", you will compulsorily have to provide the information requested on the screens "Financial Health" and "Financing Sources" to access to the SUBMIT step. If you apply as a "partner to a call for proposals" or in order to make your organisation known by the EC, you will not be obliged to provide financial information through PADOR

5.1.3 Popup

If you need explanations on a field that you are about to fill in, just pass the mouse on the little question mark (?) or click once on the (?) , you will be able to read the explanation of each field on the screen. You can print this explanatory information.

Administrative Data
EuropeAid ID BE-2007-BIF-2011003309
LEF ID N/A
Founding Date N/A
Organisation Name* GESTION OF ENVIRONMENT
Founding Date
DD/MM/YYYY
Date when organisation was officially registered (as displayed in an excerpt of the registry) or date of creation of the organisation (as displayed in the statutes or equivalent document) if the organisation is not officially registered.
Most of the data contained on this screen defines the Legal Entity File (LEF)
organisation has had a contract with the European Commission (EC), its LE
Budget Service, and cannot be modified on-line. In order to update your or
contractual contact within the EC, and make a request for change (+ provi

Screen 20

5.1.4 Reset Button

The RESET button brings you back to the screen containing the data saved the last time that you clicked on SAVE.

5.1.5 Click once

As you are on the internet, avoid clicking twice. Double clicking might generate an error message.

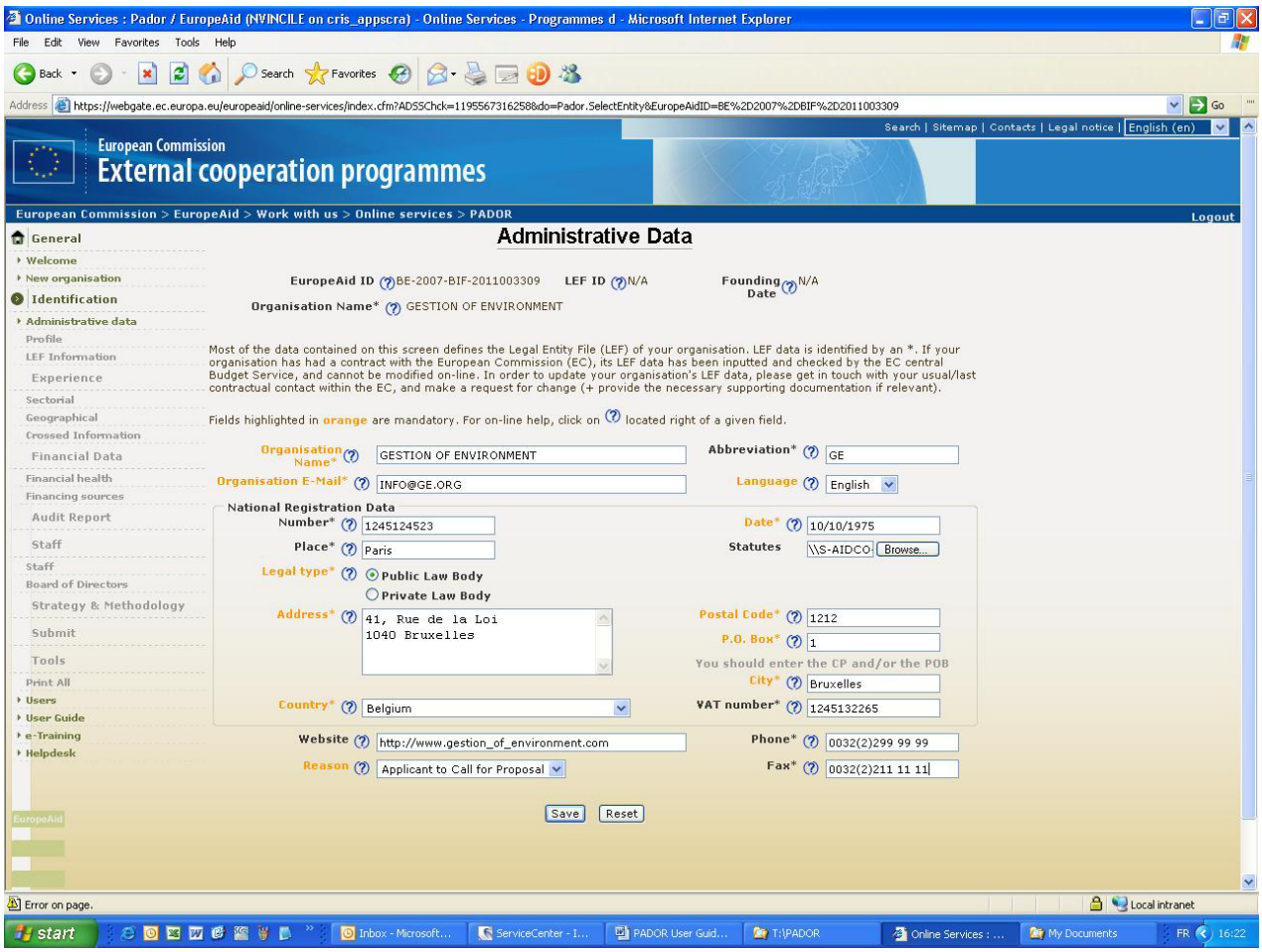
5.1.6 You have received an error message

ERROR EXECUTING DATABASE QUERY

It means that the application is temporary unavailable due to maintenance procedures. This problem usually occurs at lunch time on the GMT+1. (Between mid day and 2 pm.) Please try again later.

5.2 IDENTIFICATION

5.2.1 Administrative Data


Online Services : Pador / EuropeAid (NVINCILE on cris_appscra) - Online Services - Programmes d - Microsoft Internet Explorer
European Commission
External cooperation programmes
European Commission > EuropeAid > Work with us > Online services > PADOR
Logout
Administrative Data
EuropeAid ID BE-2007-BIF-2011003309
LEF ID N/A
Founding Date N/A
Organisation Name* GESTION OF ENVIRONMENT
Most of the data contained on this screen defines the Legal Entity File (LEF) of your organisation. LEF data is identified by an *. If your organisation has had a contract with the European Commission (EC), its LEF data has been inputted and checked by the EC central Budget Service, and cannot be modified on-line. In order to update your organisation's LEF data, please get in touch with your usual/last contractual contact within the EC, and make a request for change (+ provide the necessary supporting documentation if relevant).
Fields highlighted in orange are mandatory. For on-line help, click on located right of a given field.
Organisation Name* GESTION OF ENVIRONMENT
Abbreviation* GE
Organisation E-Mail* INFO@GE.ORG
Language English
National Registration Data
Number* 1245124523
Date* 10/10/1975
Place* Paris
Statutes
Legal type* Public Law Body
Private Law Body
Address* 41, Rue de la Loi
1040 Bruxelles
Postal Code* 1212
P.O. Box* 1
You should enter the CP and/or the POB
City* Bruxelles
Country* Belgium
VAT number* 1245132265
Website http://www.gestion_of_environment.com
Phone* 0032(2)299 99 99
Reason Applicant to Call for Proposal
Fax* 0032(2)211 11 11
Save
Reset

Screen 21

LEF ID	Unique ID attributed to an organisation who has a contractual relation with the European Commission, or who wants to (applying for a grant, for instance). The final ID (starting with a 6) will be attributed when the first contract is signed

	with the Commission (after check of the information provided, on the basis of the supporting documentation). It will then not change, and must be used as an identifier for the organisation for any contractual relation with the Commission. Please note that once the LEF data has been validated, you cannot update it on-line in PADOR: you must ask your contractual contact within the Commission to update the relevant information.
Organisation Name	Official, legal name of the organisation, as displayed in its statutes (or equivalent document). If you are using a trading name, you can add it after your legal name, between brackets. E.g. "Legal name (Trading name)"
Abbreviation	Official acronym of the Organisation
Organisation E-mail	Generic e-mail of the Organisation; if not available, a personal e-mail may be used; it will be used for communication purposes
Language	Language to be used when communicating with the Organisation

National Registration Data:

Number	Unique number used by some States to identify an Organisation officially registered, as displayed in the Organisation statutes (or equivalent document)
Reg. Place	Place where organisation was registered, if different from official address
Date (of Registration)	Date when organisation was officially registered (as displayed in an excerpt of the registry) or date of creation of the organisation (as displayed in the statutes or equivalent document) if the organisation is not officially registered format DD/MM/YYYY
Statuses	To upload your statuses Browse... . Please be sure your document's name doesn't contain more than 100 characters maximum.
Legal type	The Legal type defines whether the organisation is a body governed by public law or by private law. This information is derived from the 'Legal form' of the organisation (see on 'Profile' screen)
Address	Official address of the Organisation, as displayed in its statutes (or equivalent document)
Postal Code	As used in the official address of the Organisation, as displayed in its statutes (or equivalent document)

PO Box	As used in the official address of the Organisation, as displayed in its statutes (or equivalent document)
Country	Country of address where Organisation is registered, as displayed in its statutes (or equivalent document)
VAT Number	Unique number used by some States to claim the Value Added Tax (VAT)
Website	Official website of the Organisation
Phone	Official phone number of the Organisation (switchboard).
Fax	Official fax of the Organisation
Reason for registration	Why is the Organisation registering its data? In order to: -make itself known to the EC -apply to a Call for Proposal -take part to a Call for Proposal (as a partner of an applicant applying to a Call for Proposal)

5.2.2 Profile

In case you need **to expand one of the sectors**, through the little "plus" +, you must:

➔ **Fill in all the mandatory information, meaning:** *Profit Making, Value Based, Category, NGO, Link, Sector(s) (**without expand**), Target Groups.*

➔ **Click on Save.**

After this step, you may choose another sector, expanding the list thanks to the little "Plus".

Each time you expand a sector and select a subsector, click on Save. Otherwise, your modifications will not be saved.

5.2.2.1 List of Sectors

Sector(s)	For knowledge management purposes, please define in which sector(s) your Organisation is/has been active, in the past 7 years (multiple choices).

To consult the definition of each sector proposed, see the annex 3: List of Sectors.

Use the elevator bar to view the full list of Sectors.

Note: you may add Sectors more rapidly, by entering the sector codes separated by a comma (Example: 110, 111, 115)

These sectors will then be selected on the sectorial experience screen.

5.2.2.2 Target Groups

Target group(s)	For knowledge management purposes, please define the specific groups/entities that have been directly positively affected by the activity of your Organisation, in the past 7 years (multiple choice).

To consult the definition of each Target Group proposed, see the annex 2: List of Target Groups.

Once you saved your organisation's profile, all PADOR screens are available. Choose yourself what kind of data you want to enter first.

Profile
EuropeAid ID BE-2007-BIF-2011003309
LEF ID N/A
Founding Date 10-10-1975 (32 year(s) old)
Organisation Name* GESTION OF ENVIRONMENT
The profile defines the type of Development actor your organisation belongs to.
Fields highlighted in orange are mandatory. For on-line help, click on located right of a given field.
Legal type* Public Law Body
Legal form* Please select
Profit Making? Yes No
NGO?* Yes No
Value Based Please select
Link Please select
Category Implementing Agency
Save
Reset
Sector(s)
110 - Education
111 - Education, level unspecified
112 - Basic education
113 - Secondary education
Target Group(s)
All
Child soldiers
Children (less than 18 yrs old)
Community Based Organisation(s)

Screen 22

Legal type	At this stage, only for information (to modify, go to Administrative data screen)
Legal form	Official legal status of the organisation, as displayed in its statutes (or equivalent document). If the legal form of your organisation is not visible in this list, That means that no organisation having this legal form still signed a contract with the Commission. If your organisation obtains in the future a contract with the Commission, it will be requested from your organisation to submit a Legal Entity File (LEF, accessible in the Identification\Pre-filled LEF left

	menu) in the form of a paper document.
Profit making?	No : An organisation which – according to its statutes and/or law– is obliged to use any profits (positive balance generated by its activity) for activities of public benefit only and which does so in practice. Any distribution of profits to private shareholders or members is inconsistent with the status of non-profit making Yes: an organisation which distribute profit to private shareholders or members, instead of using it for activities of public benefit only
NGO?	Would you define your Organisation as a Non Governmental Organisation (NGO)?
Value based	On which set of values would you say that your Organisation is based on? List : Political, Religious, Humanistic, Neutral
Link	Is your Organisation linked with another (other) Organisation(s)? *List :* √ Yes –Parent Organisation: Organisation that can exercise a decisive influence (i.e. the power to fix or to block actions which determine the strategic behaviour) over your Organisation √ Yes – Controlled Organisation: Organisation whose strategic behaviour can be determined by your Organisation √ No –Independent
Category	For knowledge management purposes, please define which type of development actor your Organisation should be described as (single choice). To consult the full list of categories and their definition, see the annex 1 : List of Categories.

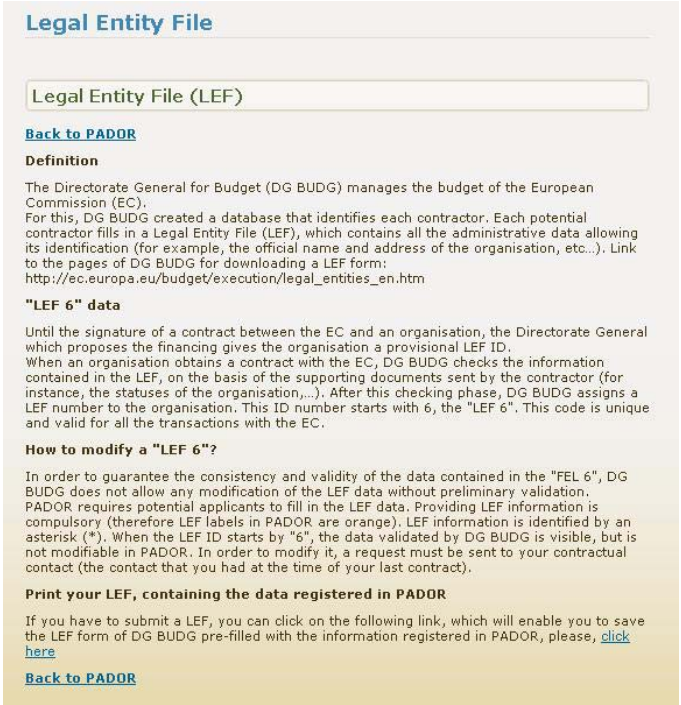
5.2.3 LEF Information

All the accountancy of the European Commission is managed by the Directorate-General for Budget (DG BUDG), through a database using a specific identification called "Legal Entity File" (LEF).

A temporary LEF number is attributed as soon as an organisation submits a project proposal. After the selection process, data on the organisations which obtained contracts with the Commissions is sent to DG BUDG for legal validation (on the basis of the supporting documents provided by the organisation). Once the validation achieved, a permanent and unique LEF – starting with a "6" – is provided by the Directorate-General for Budget.

This permanent LEF code must be used by the organisation as an identifier for any contractual relation with the Commission. Please note that, once the LEF data validated by DG BUDG, you cannot update it on-line in PADOR anymore: you must ask your contractual contact within the Commission to update your LEF information.

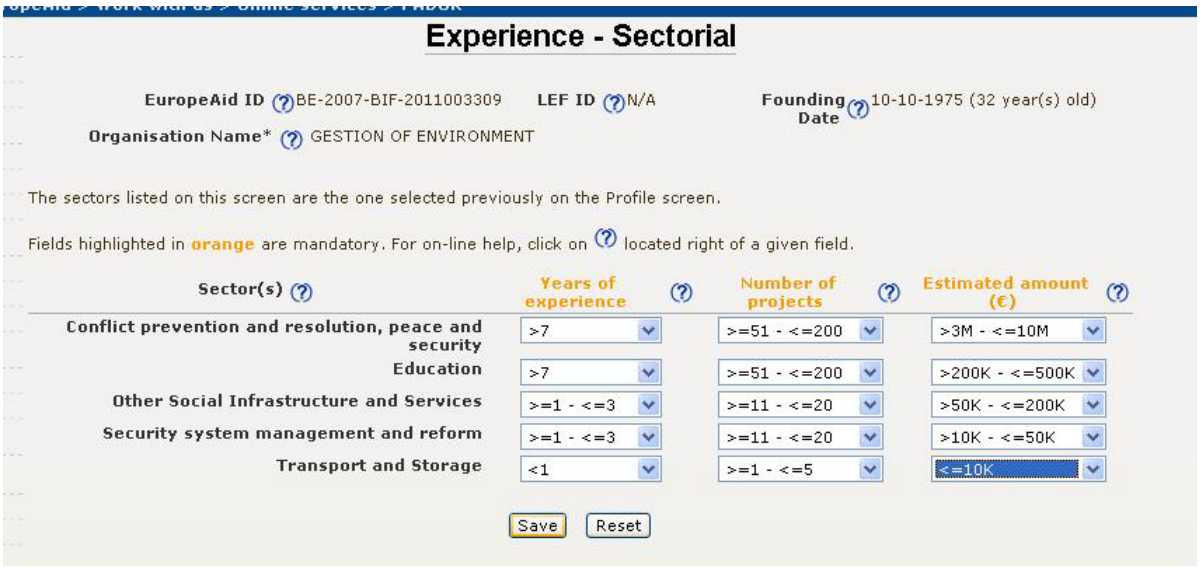
So, if the organisation has already had a contract with the Commission and must change some of its data, there is the possibility, through PADOR, to **print out a pre-filled LEF document**. This document can be used by the organisation in order to ask for a modification of the LEF data. LEF data for the organisations which have already had a contract with the Commission cannot be modified by the organisation itself, but only by the Commission. In order to do so, the organisation must send its request to the person who has been in charge, within the Commission, with the last contract obtained by the organisation.


Legal Entity File
Legal Entity File (LEF)
Back to PADOR
Definition
The Directorate General for Budget (DG BUDG) manages the budget of the European Commission (EC).
For this, DG BUDG created a database that identifies each contractor. Each potential contractor fills in a Legal Entity File (LEF), which contains all the administrative data allowing its identification (for example, the official name and address of the organisation, etc...). Link to the pages of DG BUDG for downloading a LEF form:
http://ec.europa.eu/budget/execution/legal_entities_en.htm
"LEF 6" data
Until the signature of a contract between the EC and an organisation, the Directorate General which proposes the financing gives the organisation a provisional LEF ID.
When an organisation obtains a contract with the EC, DG BUDG checks the information contained in the LEF, on the basis of the supporting documents sent by the contractor (for instance, the statuses of the organisation,...). After this checking phase, DG BUDG assigns a LEF number to the organisation. This ID number starts with 6, the "LEF 6". This code is unique and valid for all the transactions with the EC.
How to modify a "LEF 6"?
In order to guarantee the consistency and validity of the data contained in the "FEL 6", DG BUDG does not allow any modification of the LEF data without preliminary validation.
PADOR requires potential applicants to fill in the LEF data. Providing LEF information is compulsory (therefore LEF labels in PADOR are orange). LEF information is identified by an asterisk (*). When the LEF ID starts by "6", the data validated by DG BUDG is visible, but is not modifiable in PADOR. In order to modify it, a request must be sent to your contractual contact (the contact that you had at the time of your last contract).
Print your LEF, containing the data registered in PADOR
If you have to submit a LEF, you can click on the following link, which will enable you to save the LEF form of DG BUDG pre-filled with the information registered in PADOR, please, click here
Back to PADOR

Screen 23

5.3 EXPERIENCE

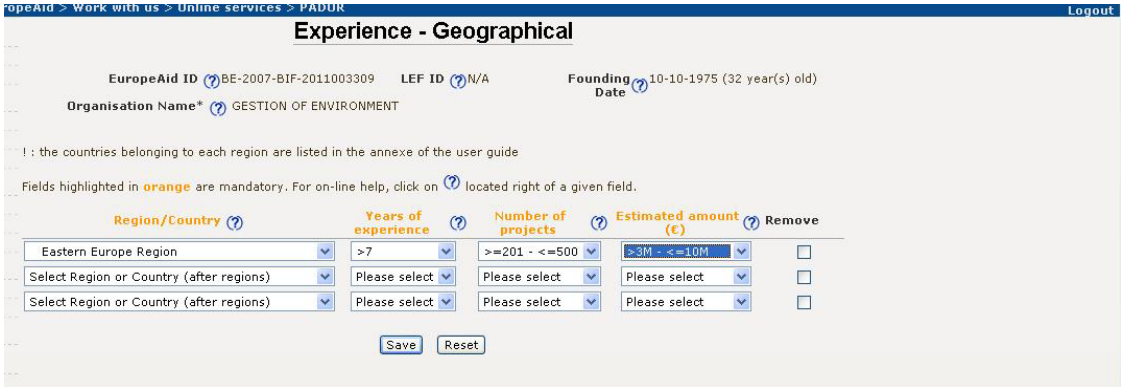
5.3.1 Sectorial



Screen 24

Sector	As selected on the 'Profile' screen (and/or specified in the Other field of the same screen)
Years of experience	Estimated number of years spent by the Organisation permanently working on a given Sector (in time, not in Full Time Equivalent or by person)
Number of projects	Estimated number of projects organised, managed or supervised by the Organisation working on a given Sector A project is a group of activities aiming at clearly defined targets, to be reached within a pre-defined time-frame and budget
Amount (Eur)	Estimated amount spent by the Organisation working on a given Sector

5.3.2 Geographical


Logout
Experience - Geographical
EuropeAid ID BE-2007-BIF-2011003309
LEF ID N/A
Founding Date 10-10-1975 (32 year(s) old)
Organisation Name* GESTION OF ENVIRONMENT
! : the countries belonging to each region are listed in the annexe of the user guide
Fields highlighted in orange are mandatory. For on-line help, click on located right of a given field.
Region/Country
Years of experience
Number of projects
Estimated amount (€)
Remove
Eastern Europe Region
>7
>=201 - <=500
>3M - <=10M
Select Region or Country (after regions)
Please select
Select Region or Country (after regions)
Please select
Please select
Please select
Save
Reset

Screen 25

Region / Country	Region(s) and/or country(ies) your organisation is/has been active in the past 7 years
Years of experience	Estimated number of years spent by the Organisation permanently working on a given Sector (as an Organisation; not as the total of experience of its members)
Number of projects	Estimated number of projects organised, managed or supervised by the Organisation working a given country or region
Estimated amount (Eur)	Estimated amount spent by the Organisation working a given country or region

5.3.3 Crossed Information

Screen 26

5.4 FINANCIAL DATA

5.4.1 Financial health

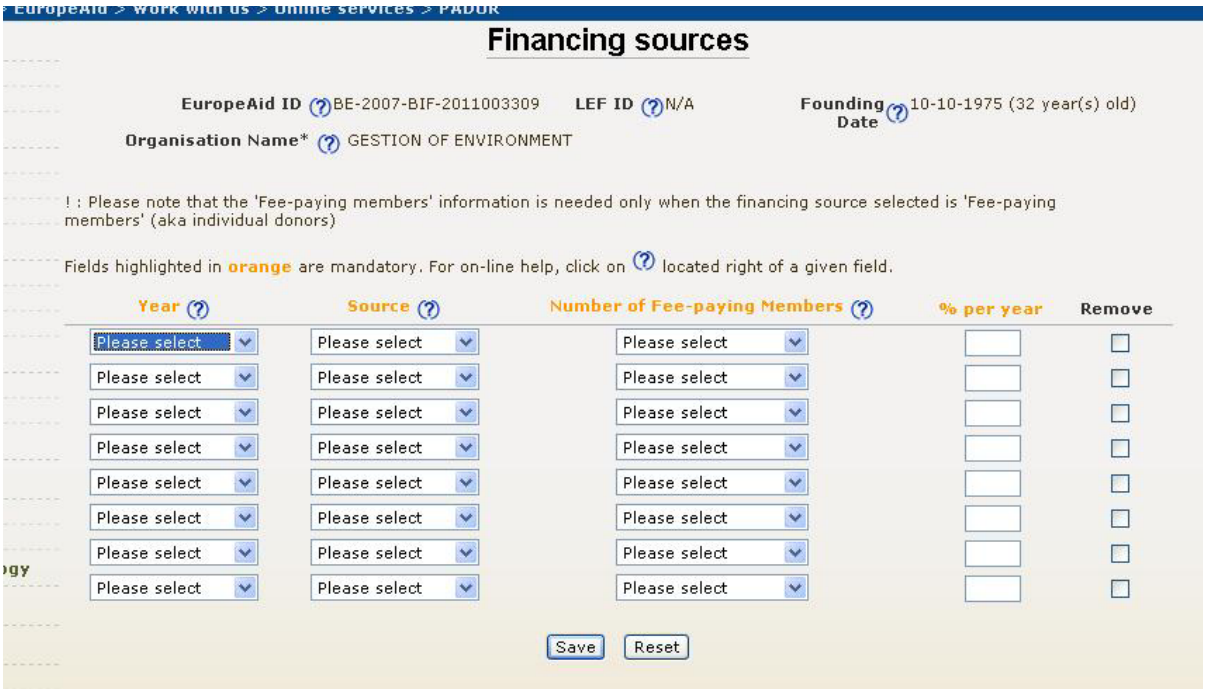
Financial Health
EuropeAid ID BE-2007-BIF-2011003309
LEF ID N/A
Founding Date 10-10-1975 (32 year(s) old)
Organisation Name* GESTION OF ENVIRONMENT
Amounts in thousand Euros.
The data registered on this screen must be in-line with the financial report uploaded, and can be further explained under the Strategy & Methodology screen. If some or all these indicators are not relevant to your organisation, please type "NA".
Fields highlighted in orange are mandatory. For on-line help, click on located right of a given field.
Year
Turnover
Net Earnings
Balance sheet
Share-holder Equity
Medium & Long-term Debt
Short Term Debt
Financial Report
2004
2005
2006
Browse...
Save
Reset

Screen 27

Turnover (Eur)	The turnover represents the total of net sales of products and/or services (supply of assets and/or provision of services against money) invoiced by an Organisation during a financial year. It is expressed in monetary units. It is calculated net of tax, and in particular excluding VAT, and after deduction of the discounts, handing-over and rebates granted
Net profit/loss (Eur)	Positive (profit) or negative balance (loss) at the end of a financial year between: • actual income (invoices collected) and calculated revenues (invoices to be collected, prepaid expenses), and • actual expenditure (purchases paid) and calculated costs (depreciation, allowances for doubtful accounts, allowances, invoices to be paid, accrued expenses…)
Total of the balance sheet (Eur)	The balance sheet is a financial report drawn up at least once a year at the end of a financial year which shows the financial condition of a company. The balance sheet presents the assets, liabilities and owners' equity of an Organisation (or net worth) on a given date and thus makes it possible to know the value of the Organisation concerned
Shareholders' equity or equivalent (Eur)	The equity corresponds to the permanent sources of funding of an Organisation. These sources come from: • the contributions in capital carried out by the shareholders in particular at the time of the constitution of the Organisation but also following capital increase or reduction during the life of the Organisation, • the retained earnings of the Organisation since its origin (not paid out dividends)

Medium and long-term debt (Eur)	The liabilities of an Organisation represent all the obligations to be paid by this Organisation for: • long-term and short-term loans contracted, (for example with banks) • expenses incurred (accounts payable, accrued expenses, subscriptions, insurance premiums…), or other obligations (taxes…). A distinction is made between current liabilities (debts payable within one year) and the long-term liabilities (debts payable within a longer period)
Short term debt (< 1 year) (Eur)	The liabilities of an Organisation represent all the obligations to be paid by this Organisation for: • long-term and short-term loans contracted, (for example with banks) • expenses incurred (accounts payable, accrued expenses, subscriptions, insurance premiums…), or other obligations (taxes…). A distinction is made between current liabilities (debts payable within one year) and the long-term liabilities (debts payable within a longer period)

5.4.2 Financing Sources

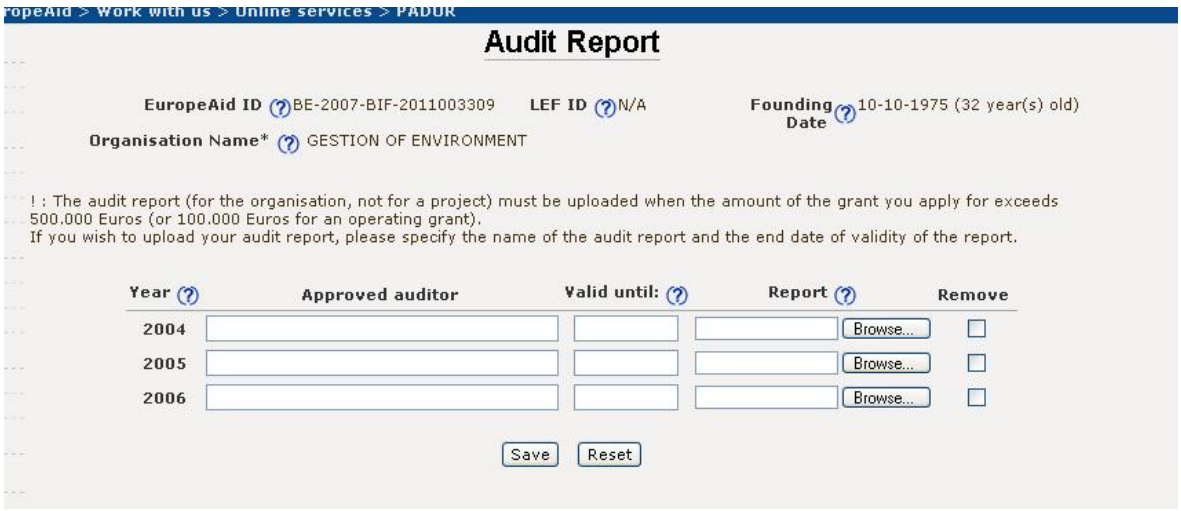

Financing sources
EuropeAid ID BE-2007-BIF-2011003309
LEF ID N/A
Founding Date 10-10-1975 (32 year(s) old)
Organisation Name* GESTION OF ENVIRONMENT
! : Please note that the 'Fee-paying members' information is needed only when the financing source selected is 'Fee-paying members' (aka individual donors)
Fields highlighted in orange are mandatory. For on-line help, click on located right of a given field.
Year
Source
Number of Fee-paying Members
% per year
Remove
Please select
Save
Reset

Screen 28

Source	Institution funding the organisation and its projects. Fee-paying members are synonymous of individual donors
Number of Fee-paying Members	To be completed only when "source" is "member's fees
% per year	% per year must be equal to 100%

Remove	Select to box to remove data on this line

5.5 AUDIT REPORT


ropeAid > Work with us > Online services > PADOR
Audit Report
EuropeAid ID BE-2007-BIF-2011003309
LEF ID N/A
Founding Date 10-10-1975 (32 year(s) old)
Organisation Name* GESTION OF ENVIRONMENT
! : The audit report (for the organisation, not for a project) must be uploaded when the amount of the grant you apply for exceeds 500.000 Euros (or 100.000 Euros for an operating grant).
If you wish to upload your audit report, please specify the name of the audit report and the end date of validity of the report.
Year
Approved auditor
Valid until:
Report
Remove
2004
2005
2006
Browse...
Save
Reset

Screen 29

Approved Auditor	Firm which performed the audit and produced the audit report
Valid until	Please specify the end date of validity of the audit report (dd/mm/yyyy)

5.6 STAFF

5.6.1 Identification

Screen 30

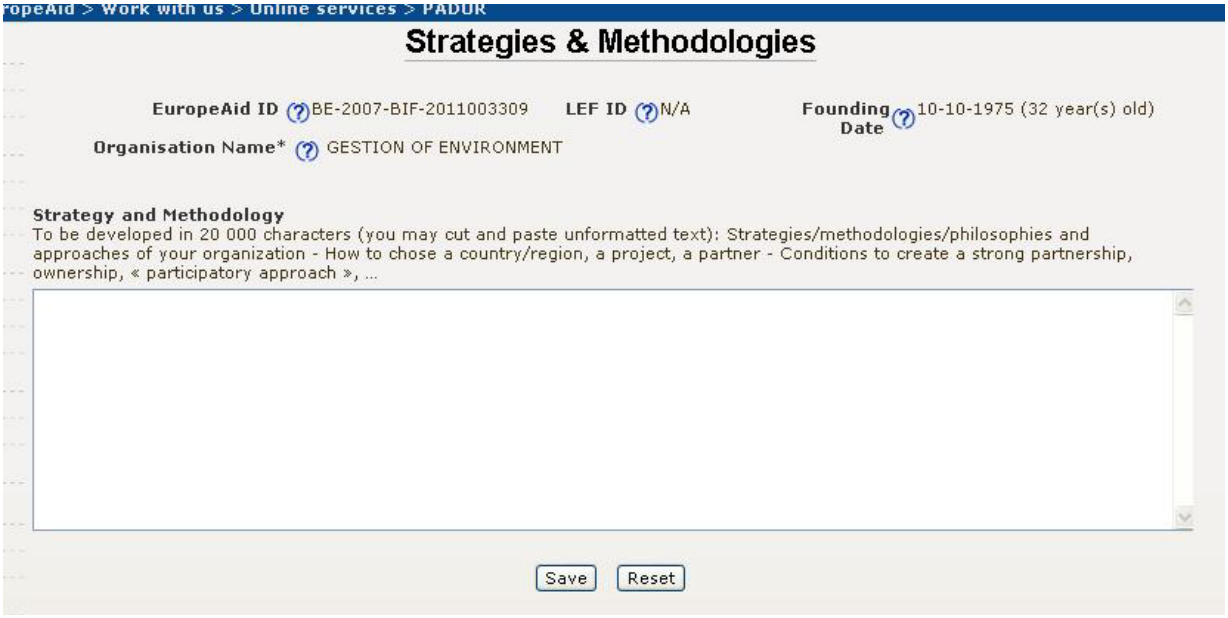
Staff - Headquarter	Number of Full Time Equivalent (FTE) staff recruited and based in HQ
Staff - Expats	Number of Full Time Equivalent (FTE) staff recruited in HQ, and based in Developing country
Local Staff	Number of Full Time Equivalent (FTE) staff recruited and based in developing country
Percentage Female / Male Total Paid Staff	Percentage Female / Male Total Paid Staff (the sum of the 2 indicators should be 100%)

5.6.2 Board of Directors

Screen 31

Title	Ms or Mr
Name	Name of the member of the Board
Profession	Profession usually practiced by the member of the Board
Function	Function held on the Board by the member
Nationality Country	Country of nationality of the member of the Board
Years On the Board since	First year the member sat on the Board

5.7 STRATEGY & METHODOLOGY


EuropeAid > Work with us > Online services > PADOR
Strategies & Methodologies
EuropeAid ID BE-2007-BIF-2011003309
LEF ID N/A
Founding Date 10-10-1975 (32 year(s) old)
Organisation Name* GESTION OF ENVIRONMENT
Strategy and Methodology
To be developed in 20 000 characters (you may cut and paste unformatted text): Strategies/methodologies/philosophies and approaches of your organization - How to chose a country/region, a project, a partner - Conditions to create a strong partnership, ownership, « participatory approach », ...
Save
Reset

Screen 32

Strategies/methodologies/ philosophies and approaches of your Organisation	To be developed in 4000 characters (you may cut and paste unformatted text): Strategies/methodologies/philosophies and approaches of your Organisation - How to chose a country/region, a project, a partner - Conditions to create a strong partnership, ownership, « participatory approach », …

5.8 SUBMIT

Online Services : Pador / EuropeAid (NVINCILE on cris_appscra) - Online Services - Programmes d - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://applicationservers.cc.cec.eu.int:8443/europeaid/online-services/index.cfm?ADSSChck=1195725570277&do=Pador.Signature
Search | Sitemap | Contacts | Legal notice | English (en)
European Commission
External cooperation programmes
European Commission > EuropeAid > Work with us > Online services > PADOR
Logout
General
Welcome
New organisation
Identification
Administrative data
Profile
LEF Information
Experience
Sectorial
Geographical
Crossed Information
Financial Data
Financial health
Financing sources
Audit Report
Staff
Staff
Board of Directors
Strategy & Methodology
Submit
Tools
Print All
Users
User Guide
e-Training
Helpdesk
Declaration of honour
EuropeAid ID BE-2007-BIF-2011003309
LEF ID N/A
Founding Date 10-10-1975 (32 year(s) old)
Organisation Name* GESTION OF ENVIRONMENT
One is reminded that an organization cannot be recorded in PADOR if:
(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
(b) they have been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata (i.e., against which no appeal is possible);
(c) they are guilty of grave professional misconduct proven by any means which the European Commission can justify;
(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the action is to take place;
(e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
(f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the Community budget.
I declare to be entitled to represent and to engage the responsibility for the organisation which is being registered
Submit
Done
Local intranet
start
11:00

6 YOU WANT TO UPDATE OR MODIFY AN ORGANISATION ALREADY KNOWN IN PADOR:

With your personal login and password, you have access to the existing data. Depending on your access rights, you will be allowed to consult, update or sign the data.

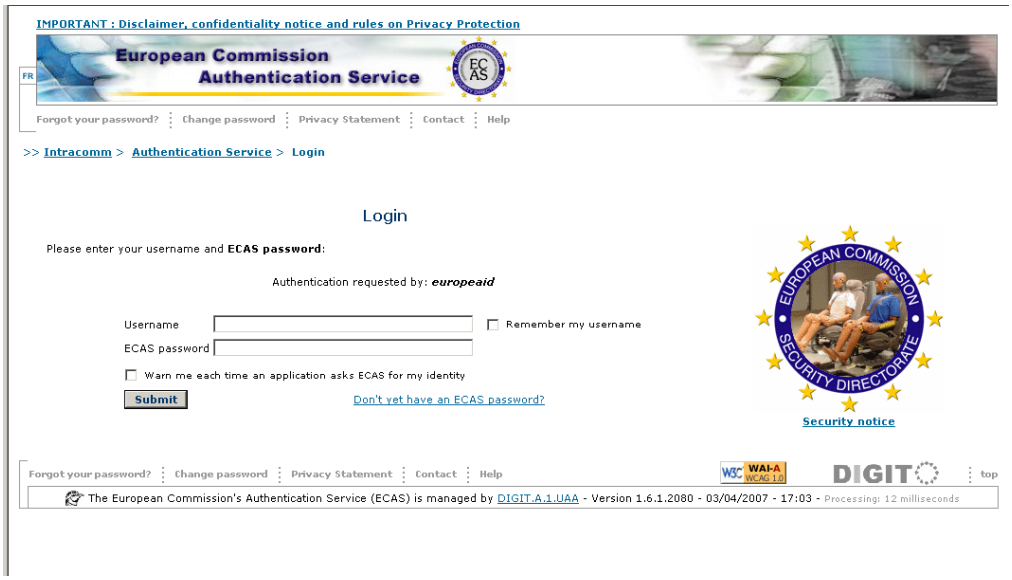
This is the list of the different permissions existing in PADOR:

- **Reviewer**: can **view** data but cannot modify it.
- **Data Entry Agent**: can view, modify and save data, although "saving" data does not have the value of a signature.
- **PADOR Signatory** is the only permission that gives the right to **validate** data modifications. By default, the first person who registers the organisation receives automatically this right. The owner of the signatory right can change the permission levels for the PADOR team of the organisation.

There is no limit to the number of (these three different types of) permissions your organisation gives to its members. But be aware that your organisation has the responsibility of the content of the PADOR database. This information has legal value for the Commission.

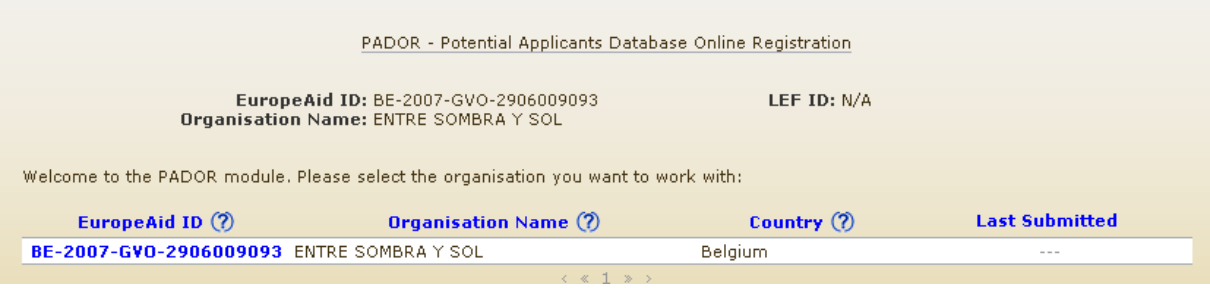
6.1 YOU HAVE A PERSONAL ECAS IDENTIFICATION

Introduce your login and your password to be redirected on the page of your organisation. Update your information and submit it.


IMPORTANT : Disclaimer, confidentiality notice and rules on Privacy Protection
European Commission
Authentication Service
Forgot your password?
Change password
Privacy Statement
Contact
Help
>> Intracomm > Authentication Service > Login
Login
Please enter your username and ECAS password:
Authentication requested by: europeaid
Username
Remember my username
ECAS password
Warn me each time an application asks ECAS for my identity
Submit
Don't yet have an ECAS password?
EUROPEAN COMMISSION
SECURITY DIRECTORATE
Security notice
The European Commission's Authentication Service (ECAS) is managed by DIGIT.A.1.UAA - Version 1.6.1.2080 - 03/04/2007 - 17:03 - Processing: 12 milliseconds

Screen 33

Click on the blue link of your organisation:



You have to know that all the Commission's accountancy is managed by the Directorate-General for Budget (DG BUDG), through a database using a specific identification called "Legal Entity File" (LEF).

A temporary LEF is attributed as soon as an organisation submits a project proposal. After the selection process, data on the organisations which will contract with the Commissions is sent to DG BUDG for legal validation (on the basis of the supporting documents provided by the organisation). Once the validation achieved, a permanent and unique LEF – starting with a "6" – is provided by the Directorate-General for Budget.

This permanent LEF code must be used by the organisation as an identifier for any contractual relation with the Commission. Please note that, once the LEF data validated by DG BUDG, you cannot update it on-line in PADOR anymore: you must ask your contractual contact within the Commission to update your LEF information.

6.2 YOU DO NOT HAVE A PERSONAL IDENTIFICATION, BUT YOUR ORGANISATION ALREADY HAS A "PADOR USER MANAGER"

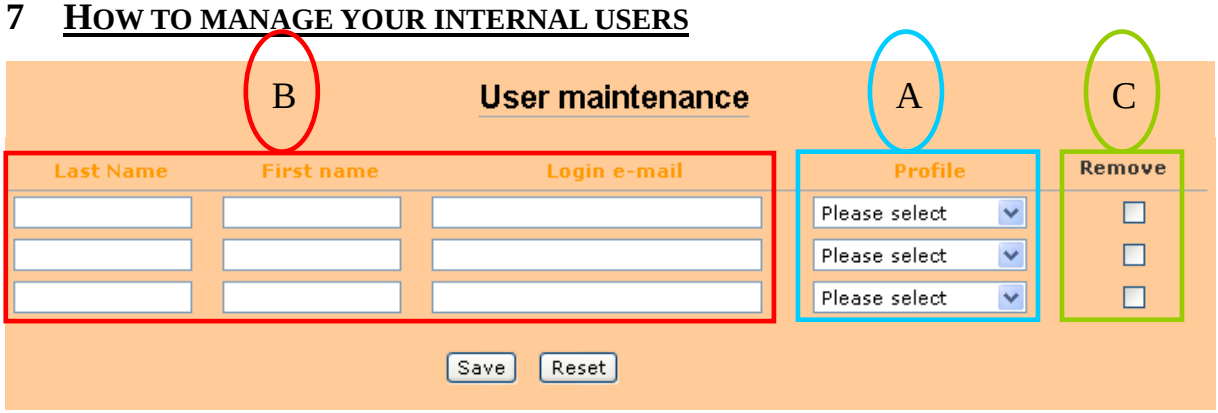
If you need to update, modify, sign PADOR data, check who the "PADOR User Manager" in your organisation is and ask him/she to give you rights in PADOR.

The “PADOR User Manager” of your organisation will give you access rights to PADOR for consultation, update or signature. He/She will introduce your profile in PADOR. After having received your profile, including your email address, PADOR will generate a mail asking you to make yourselves known in ECAS in order to obtain your personal identification. (See point 4.2.)

6.3 YOU DO NOT HAVE A PERSONAL ECAS IDENTIFICATION, BUT YOUR ORGANISATION IS ALREADY IN PADOR

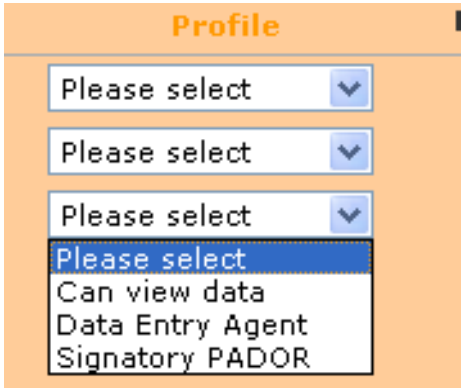
If you do not know who the PADOR User Manager of your organisation is and if you need to update, modify, sign data, please send a mail to PADOR Helpdesk. They will remind you who your PADOR User Manager is.

7 HOW TO MANAGE YOUR INTERNAL USERS



Screen 34

7.1 DIFFERENT PROFILES



7.1.1 Consultation (Can view data)

A user having the consultation profile, can "view" data. Typically, the user will only be able to read the information. This limited right prevents staff members other than the PADOR manager from making irrelevant modifications.

The person having a consultation status can print a summary of the information on your organisation that has been registered in PADOR.

There is no limit in the number of users that can receive consultation rights.

7.1.2 Update (Data Entry Agent)

A user with update rights will be the "data entry agent" of your organisation: he/she will introduce and update data in PADOR.

There is no limit in the number of users having this profile, but we advise you to limit it to only a few users in order to guarantee data quality and coherence.

This user will be authorised "to save" data, screen by screen, but not to "submit" it. If you have received these rights, make sure that someone in your organisation who received the signatory permission will "submit" (meaning sign) the data you entered.

He/she can upload documents (for instance the statuses, the audit reports, …)

7.1.3 Signature (Signatory PADOR)

The signatory is the most powerful permission in PADOR. The "signatory PADOR" profile must be limited to the person having a hierarchic status high enough to engage the responsibility of the organisation.

We advise you to designate 2 persons (in case of absence of one of them).

Only the "signatory PADOR" has the right "to submit" the data certifying that all the information encoded is correct.

Only when the action "submit" is achieved, a new record is created with data, the date and the user ID.

The first person who registers the organisation receives the signatory profile by default.

7.1.4 "User manager"

PADOR does not request the existence of a unique "user manager". In fact, depending on the size of your organisation, it is not always necessary to designate a person responsible for the different access rights. But, as soon as several people use PADOR in their everyday work, we strongly advise you to centralise this function, by designating a "user manager", and to keep a permanent eye on it.

7.2 ADD OR MODIFY A USER'S RIGHTS IN PADOR (SEE SCREEN 17 PART A)

The first user registered in PADOR becomes automatically responsible of assigning the first access rights: he/she creates a profile "signatory PADOR" for the future "user manager".

As soon as the "user manager" is designated, he/she can create as many user profiles as needed with the different access rights described above.

A new user can have access to PADOR only if the "user manager" has allowed him/her to (through the screen "user maintenance"). A mail is generated by PADOR and sent to the user, asking him/her to make him/herself known in ECAS in order to obtain a personal identification. (See point 3.4.)

The person having the signatory right can add other users or modify a user's profile and give them permissions as "Can view data", "Data Entry Agent" or "Signatory PADOR".
Note that a user is not allowed to modify his/her rights him/herself. These rights can be modified only by another person having either the same or higher permissions. For instance, the first person who registers

the organisation receives the signatory profile by default and cannot modify it. To change his/her rights, the only possibility is to add a new person and to give him/her the same rights as "Signatory". This second person will be able to modify the rights of the first one.

7.3 ADD A USER ALREADY KNOWN BY ECAS (WHO ALREADY HAS A PASSWORD)

In this case, you do not have to enter the name of the person, the login email is enough. Submit this email and PADOR will fill in the registry with data from an internal database. Add the desired rights. Submit again. The permissions requested will be given.

7.4 ADD OR MODIFY YOUR PERSONAL DATA (LASTNAME, FIRSTNAME, LOGIN EMAIL)

See Screen 17 part B

On the screen User Maintenance, you can modify your email address, your last name or your first name. Note that you cannot modify other people's personal data in the User Maintenance List, whatever the level of your permission.
Be careful, the login to access PADOR has been changed and became the new email address you modified.

7.5 DELETE A USER

See screen 17 part C

The option "remove" gives the "user manager" the possibility to delete a user. If the "user manager" is the last user recognised in PADOR, it is not possible to delete his profile.

We strongly advise you to update regularly your list if users. When a person leaves your organisation, make sure that user's profile is deleted.